CITY COUNCIL AGENDA
120 LAISHLEY COURT, PUNTA GORDA, FLORIDA 33950
******AMENDED******
JANUARY 14, 2026, 9:00 AM

MEMBERS

Debi Lux, Mayor
Melissa Lockhart, Councilmember
Jeannine Polk, Vice Mayor
Janis Denton, Councilmember
Greg Julian, Councilmember

CITY OFFICIALS

Melissa Reichert, City Manager
Sara Welch, City Clerk
Steven S. Leskovich, Interim City Attorney

CALL TO ORDER
Roll Call
Invocation
Pledge of Allegiance
Announcements
Next Meeting - Workshop on Events- January 20, 2026 at 5pm at Laishley Community Room

AGENDA APPROVAL

1. **PROCLAMATIONS / PRESENTATIONS**

   1.a Dr. Martin Luther King, Jr. Day

   1.b D.N. McQueen Post 103 American Legion Centennial Day

   1.c Service Award

2. **PUBLIC INPUT**

   2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

   2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

3. **PUBLIC HEARING AGENDA**
   (Quasi-Judicial and Legislative)

   3.a QUASI-JUDICIAL: VR-01-2025 - A request by Don B. Construction, Inc., property

owner, for an initial determination of vested rights, pursuant to Chapter 27, Vested Rights Determination, Punta Gorda Code, to allow the applicant to continue forward with development of a five-unit rowhouse on the subject properties.

3.b LEGISLATIVE: ZA-04-2025 - An Ordinance of the City of Punta Gorda, Florida, amending Chapter 26, Punta Gorda Code, the City of Punta Gorda Land Development Regulations, to improve efficiency in review of development applications and to update other affected sections; amending Article 3, Regulating Districts, Section 3.5(a), GM, General Multi-Family Residential District - Permitted Principal Uses and Structures,Â and Section 3.20(a), EPCO, Emerald Pointe Condominium Overlay District - Permitted Principal Uses and Structures; amending Article 5, Planned Development, Section 5.9(b), Procedures - Planned Development [PD] Plans; amending Article 8, Standards of General Applicability, Section 8.6, Live-Aboard Boats, Houseboats, and Other Watercraft, Section 8.17(b), Underground Utilities - Distribution Systems, and Section 8.28, Pedi-Cabs and Horse Drawn Carriages; amending Article 10, Parking and Loading, Section 10.3(l), Parking Specifications - Distribution Systems; amending Article 12, Landscaping Standards, Section 12.4(c), Types of Landscaping - Street Tree Canopy; amending Article 15, Review Authorities, Section 15.2, Development Review Committee [DRC]; amending Article 16, Section 16.4(b), Application for Concurrency - Concurrency Review, Section 16.4(e), Application for Concurrency - Capital Improvements Program Review, and Section 16.6, Application for Development Plan; amending Article 19, Definitions, Section 19.3(145), Definitions- Marina; providing a savings clause; providing for non-codification and scrivener's errors; providing for conflicts; providing for severability; and providing an effective date. FIRST READING.

3.c LEGISLATIVE: ZA-05-2025 - An Ordinance of the City of Punta Gorda, Florida, Amending Chapter 9A, Punta Gorda Code, the City of Punta Gorda Enforcement Code, to establish requirements and procedures for a Special Magistrate; providing a savings clause; providing for non-codification and scrivener's errors; providing for conflicts; providing for severability; and providing an effective date. FIRST READING.

3.d LEGISLATIVE: GA-01-2026 - An Ordinance of the City of Punta Gorda, Florida, Amending the City Code of Ordinances, Chapter 23, Traffic, Article II, Parking Areas, Section 23-23, "Parking in City lots, garages, public streets or other property", to provide rules and regulations for City owned and operated parking lots; and providing an effective date. FIRST READING.

3.e *LEGISLATIVE - SECOND READING - GA-10-2025 - An ordinance of the City of Punta Gorda, Florida, Amending Punta Gorda Code of Ordinances Chapter 7, Building Regulations, Article V, Floodplain Management Code, Chapter 1, Administration, Section 103, Duties and Powers of the Floodplain Administrator, Section 103.4, Substantial Improvement and Substantial Damage Determinations, relating to floodplain management; establishing requirements for substantial damage determinations for historic structures or properties; providing requirements for historic structures or properties determined to be substantially damaged; providing for historic preservation considerations; providing for severability, providing for conflicts; and an effective date.

4. ORDINANCES / RESOLUTIONS(No Public Hearing Required)

4.a A resolution of the City Council of the City of Punta Gorda, Florida, approving amended bylaws governing the function and procedures of the Board of Zoning Appeals, Building Board, Burnt Store Isles Canal Advisory Committee, Historic Preservation Advisory Board, Planning Commission, Punta Gorda Isles Canal Advisory Committee, and Utility Advisory Board; providing an effective date.

4.b A resolution of the City Council of the City of Punta Gorda, Florida amending the budget for the fiscal year beginning October 1, 2025 by providing for re-appropriations and supplemental appropriations in the amounts identified in Exhibit A; and providing an effective date.

5. CONSENT AGENDA

5.a Invoice of Leskovich Law Group, P.A. for legal services rendered through November 2025 in the amount of $4,068.74

5.b Invoice of Allen, Norton & Blue, P.A. for legal services rendered on June 30, 2025 in the amount of $500.00. Invoice of Allen, Norton & Blue, P.A. for legal services rendered on July 31, 2025 in the amount of $125.00. Invoice of Allen, Norton & Blue, P.A. for legal services rendered on August 31, 2025 in the amount of $3,670.00. Invoice of Allen, Norton & Blue, P.A. for legal services rendered on September 30, 2025 in the amount of $525.00.

5.c A resolution of the City of Punta Gorda, Florida, approving the amended agreement governing the school resource officer program between the City of Punta Gorda, Florida and the School Board of Charlotte County, Florida; authorizing the City of Punta Gorda mayor to execute the agreement on behalf of the City; and providing an effective date.

5.d City Council Minutes

5.e Proofs of Loss - Hurricanes Helene and Milton

6. REGULAR AGENDA

6.a Trailer Rental Business and Double-Axle Trailer Parking Discussion

6.b South Fork Alligator Creek Florida Department of Transportation Grant

6.c Third Amendment to Commercial Lease Agreement with Morgan Stanley.

6.d Road Closure Request: Event Permit 25-191575 - Premier Auto Auction, March 8-17, 2026, at Charlotte Harbor Event Center

6.e Road Closure Request: Event Permit -26-00100004 St. Patrick's Day Celebration - At Celtic Ray - March 17-18, 2026

6.f Road Closure Request: Event Permit 26-00100005 - Nykol's Rescue Until Every Shelter Is Empty - February 26, 2026

6.g Road Closure Request: Event Permit - 26-00100006 - The Salty Tarpon American Made Band - February 14, 2026

6.h Anchoring Limitation Area

6.i Fire Department Relocation Project

6.j Project Updates

7. **BOARDS / COMMITTEE**

7.a Announcement of Vacancies: Burnt Store Isles Canal Advisory Committee (1 regular and 1 alternate)

7.b Announcement of Vacancies: Code Enforcement Board (2 regular and 2 alternates)

7.c Announcement of Vacancies: Police Officers' Pension Board (1 City resident member)

7.d Announcement of Vacancies: Punta Gorda Isles Canal Advisory Committee (1 alternate)

7.e Nominations: Building Board (1 contractor seat)

7.f Nominations: Burnt Store Isles Canal Advisory Committee (1 regular)

7.g Nominations: Firefighters' Pension Board (City resident at-large)

7.h Nominations: Historic Preservation Advisory Board (1 regular)

7.i Nominations: Punta Gorda Housing Authority (tenant commissioner seat)

7.j Confirmation: Firefighters' Pension Board (City resident at-large)

8. **REPORTS FROM CITY OFFICERS**

8.a City Clerk

8.b City Manager

8.c Interim City Attorney

9. **COUNCIL MEMBER COMMENTS**

10. PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

ADJOURNMENT

If any person decides to appeal any decision made by City Council or an Advisory Board/Committee with respect to any matter considered at the meeting or hearing, he or she may need a record of the proceedings, and for such purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, the location of this public hearing is accessible to persons with disabilities. If you are a person with disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Interpreters for the hearing impaired (TTY 941-575-5013) or non-English speaking citizens, and any other special accommodations can be requested by contacting the Human Resources Manager/Non-Discrimination Coordinator whose address is 326 W. Marion Avenue, Punta Gorda, FL 33950, whose telephone number is (941) 575-3371, and whose email address is humres@pgorda.us at least two (2) calendars days prior to the meeting.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PROCLAMATIONS / PRESENTATIONS

Title:	Dr. Martin Luther King, Jr. Day
Funds:	Not applicable.
Recommended Action:	The proclamation be presented to Reverend Ellison Haddock, First Macedonia Missionary Baptist Church
Summary:	The proclamation declares January 19, 2026, to be Dr. Martin Luther King, Jr. Day.
Department/Division:	City Clerk

EXHIBITS:

1. Dr Martin Luther King Jr Day

PROCLAMATION
City of Punta Gorda

WHEREAS, Dr. Martin Luther King, Jr., led the Civil Rights Movement in the United States from the mid-1950's until his tragic death on April 4, 1968; and

WHEREAS, Dr. King combined social activism with religious faith, working tirelessly to protest injustice and to focus attention on the plight of the nation's poor; and

WHEREAS, throughout his life, he advocated the use of nonviolent resistance in the tradition of Mohandas Gandhi to overcome oppression and to enhance human dignity; and

WHEREAS, Dr. King's efforts led to the passage of the 1964 Civil Rights Act and the elimination of legalized racial segregation in the United States; and

WHEREAS, among his many honors, Dr. King was awarded the Nobel Peace Prize in 1964 and the United States Congress voted to observe a national holiday in his honor on the third Monday in January each year.

NOW, THEREFORE, the City Council of the City of Punta Gorda, Florida does hereby proclaim January 19, 2026, as

DR. MARTIN LUTHER KING, JR. DAY

throughout the City and surrounding communities and recognizes this year's theme as "The Struggle Continues: We Will Not Quit!" in a parade and rally co-organized by Macedonia Human Services Cultural Training Center, Inc. and First Macedonia Missionary Baptist Church.

PASSED AND DULY ADOPTED this 14th day of January, 2026.

CITY OF PUNTA GORDA, FLORIDA

_____
Debi Lux, Mayor

ATTEST:

_____
Sara Welch, City Clerk

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PROCLAMATIONS / PRESENTATIONS

Title:	D.N. McQueen Post 103 American Legion Centennial Day
Funds:	Not applicable.
Recommended Action:	The proclamation be presented to Eric Loyd, Southwestern Area Commander.
Summary:	The proclamation declares January 18, 2026, to be D.N. McQueen Post 103 American Legion Centennial Day.
Department/Division:	City Clerk

EXHIBITS:

1. DN McQueen Post 103 American Legion Centennial Day

PROCLAMATION
City of Punta Gorda

WHEREAS, D.N. McQueen Post 103 of The American Legion was chartered in 1926 and, for one hundred years, has faithfully served the veterans, families, and citizens of Punta Gorda and Charlotte County through programs of mutual helpfulness, community service, and enduring patriotism; and

WHEREAS, for a century, the members of Post 103 have embodied the highest values of duty, honor, and country — providing support to those who have worn our nation's uniform and fostering the bonds of camaraderie that unite all veterans in shared purpose and sacrifice; and

WHEREAS, D.N. McQueen Post 103, together with its dedicated American Legion Auxiliary, has played a vital role in embracing and mentoring our youth through support of JROTC, Sea Cadets, and other educational programs that cultivate respect, leadership, and a deep appreciation for military service and civic responsibility; and

WHEREAS, Post 103 has long stood as a cornerstone of the Punta Gorda community — hosting events, parades, and ceremonies that honor our heroes, comfort their families, and strengthen the spirit of unity that defines both our city and our country.

NOW, THEREFORE, the City Council of the City of Punta Gorda, Florida does hereby proclaim the 18th of January 2026, as

D.N. McQueen Post 103 American Legion Centennial Day

in the City of Punta Gorda and encourages all residents to join in celebrating one hundred years of proud service, remembrance, and brotherhood — honoring those who served and those who continue to serve in the spirit of freedom and community.

PASSED AND DULY ADOPTED this 14th day of January 2025.

CITY OF PUNTA GORDA, FLORIDA

_____
Dr. Deborah O. Lux, Mayor

ATTEST:

_____
Sara Welch, City Clerk

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PROCLAMATIONS / PRESENTATIONS

Title: Service Award

Funds:

Recommended Action:

Summary: 25 Year Service Award - Perri Turner, Local Business Tax Coordinator, City Clerk's Office

Department/Division: City Manager

EXHIBITS:

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PUBLIC HEARING AGENDA
(Quasi-Judicial and Legislative)

Title:	**QUASI-JUDICIAL:** VR-01-2025 - A request by Don B. Construction, Inc., property owner, for an initial determination of vested rights, pursuant to Chapter 27, Vested Rights Determination, Punta Gorda Code, to allow the applicant to continue forward with development of a five-unit rowhouse on the subject properties.
Funds:	Not applicable.
Recommended Action:	Staff recommends approval of the request with the conditions and limitations as listed in the Staff Report.
Summary:	The applicant has applied for an initial determination of vested rights, pursuant to Chapter 27 of the Punta Gorda Code, for the properties located at 297 E Virginia Avenue and 407 Wood Street. The applicant proposes a 5-unit rowhouse development, platted for individual ownership, which is not permitted under the current zoning designation, but was permitted under the previous set of Land Development Regulations. At their December 22, 2025, meeting, the Planning Commission recommended approval of the application for vested rights pursuant to staff's conditions, except that the Planning Commission recommended the period for vested rights be reduced to 3 years from staff's recommendation of 5 years.
Department/Division:	Urban Design

EXHIBITS:

1. VR-01-2025 Staff Report
2. Application
3. Survey, Site Plans, and Legal Description
4. Progress Plans, Site Plans, Floor Plans, Elevations, Sewer Map
5. Repealed Chapter 26, Section 3.2(c)(10) Historic Overlay
6. Repealed Chapter 26, Section 3.2(d) Rowhouse
7. Repealed Chapter 26, Section 7.1-7.6, Architectural Provisions
8. Repealed Chapter 26, Section 10.6 TPG Parking

APPLICATION FOR INITIAL DETERMINATION OF VESTED RIGHTS
STAFF REPORT

TO: City Council

FROM: Rachel Barry, Zoning Official

DATE: January 14, 2026

RE: VR-01-2025 – 297 E Virginia Ave. and 407 Wood St.

Applicant Request:

VR-01-2025: A request by Don B. Construction, Inc., property owner, for an initial determination of vested rights, pursuant to Chapter 27, Vested Rights Determination, Punta Gorda Code, to allow the applicant to continue forward with development of a five-unit rowhouse on the subject properties.

Supplemental Material/Issue Analysis Report:

The City of Punta Gorda began working on a re-write of Chapter 26, Land Development Regulations (LDRs), Punta Gorda Code, following the 2019 Citywide Master Plan [when viewing this document electronically, click the blue underlined text and it will open in a web browser for cross referencing]. The City was simultaneously evaluating the City of Punta Gorda 2040 Comprehensive Plan (Comp Plan) in preparation for the 2045 Comp Plan. After multiple public hearings, the new LDRs were adopted on September 20, 2023, and the 2045 Comp Plan was adopted upon second reading on February 7, 2024, through Ordinance No. 2013-2024. The ordinance notes the effective date of the Comp Plan was to be the date on which the Florida Department of Commerce posted a notice of intent to find the comprehensive plan "in compliance". The NOI was posted on March 29, 2024, thereby causing both the 2045 Comp Plan and the LDRs to become effective on said date.

For the purpose of this staff report, the version of LDRs that became effective on March 29, 2024, will be referenced as the "TPG LDRs" (Traditional Punta Gorda Land Development Regulations). The version of the LDRs that was in effect prior to the adoption of the TPG LDRs will be referenced as the "current LDRs".

Upon the TPG LDRs becoming effective, the zoning designation of the subject properties

was TPG-NT (Traditional Punta Gorda Overlay – Neighborhood Transition District). The TPG-NT District regulations are included with this staff report as "Exhibit 1". Other Sections of the TPG LDRs that will be attached to the agenda include, TPG LDR Sec. 3.2(c)(10), TPG Historic District Overlays; TPG LDR Sec. 3.2(d), Building Types – Rowhouse; TPG LDRs Sec. 7.1 through Sec. 7.6, Architectural Provisions; and TPG LDR Sec. 10.6, Parking in the TPG Districts. This is not intended to be a complete list of applicable regulations, but is included in the agenda for reference purposes.

The applicant purchased the subject properties on August 15, 2023, and subsequently met with city staff to review proposed development plans for the properties, which was permitted by right through the TPG LDRs. On July 9, 2025, the ordinance that adopted the TPG LDRs was repealed, thereby reinstating the current LDRs. This resulted in the subject properties' zoning designation being reinstated as City Center. The City Center District regulations are included with this staff report as "Exhibit 2". The applicant's proposed development plan is not permitted in the City Center District.

In an effort to establish a process for property owners to seek relief from negative impacts related to the change of LDRs, the city adopted Chapter 27, Vested Rights Determination, Punta Gorda Code, on July 2, 2025.

Minutes and Board Recommendation(s):

The request was heard before the Development Review Committee (DRC) on November 7, 2025, who voted unanimously to find that vested rights had been established. The request was heard before the Planning Commission on December 22, 2025, who voted unanimously to recommend approval of the request along with the conditions of approval as follows:

1. This vested rights determination applies to the subject properties, 297 E Virginia Avenue and 407 Wood Street, generally described as Lots 1 and 2, Block 66, City of Punta Gorda, Plat Book 1, Page 8, public records Charlotte County, Florida, and further described in the Quit Claim Deed recorded on September 8, 2023, instrument number 3313012, public records Charlotte County, Florida.
2. The proposed five-unit rowhouse development, to be platted as five individual lots, is vested for the subject properties combined, not individually.
3. The development shall comply with all requirements of the TPG LDRs for the TPG-NT district and rowhouse building type.
4. Should the structure be demolished or damaged to an extent of 50% or more of the structural value, the property owner may either reconstruct a five-unit rowhouse as vested by the application, apply for and comply with all demolition permit requirements, or shall bring the property into compliance with LDRs that are in effect at that time.
5. The initial vested rights determination shall be recognized for three years from the

date of approval. If construction has not commenced within that time, any development on the property shall comply with LDRs that are in effect at that time.

Staff recommends approval of the request, with the conditions listed above.

Chapter 27, Vested Rights Determination, Punta Gorda Code.

Sec. 2-3. Review and decision process; criteria; timeline.

(a) *Levels of review.* The property owner shall submit a vested rights determination or modification of vested rights determination application to the Planning Director for initial review and recommendation by the City's Development Review Committee. If the Development Review Committee determines that a claim of vested rights has been established, the application and department recommendation will be submitted to the City's Planning Commission for secondary review and recommendation. If the Planning Commission supports the staff report and recommendation and finds that a claim of vested rights has been established, the application and both staff and Commission recommendations will be submitted to the City Council for public hearing and approval of the vested rights determination.

(b) *Criteria for vested rights determination.* The following criteria shall be used to evaluate claims of vested rights:

(1) *Substantial good-faith investment.* Showing that the applicant has made significant financial or material commitments to development of the subject property based on prior approvals;

The applicant has provided information showing $28,750 cost incurred for surveys, engineering work for site plans, etc.

(2) *Reasonable reliance.* Showing that the applicant's investment was made in justifiable reliance on regulations existing at the time of the prior development approvals;

The applicant provided dates showing various meetings with city staff to discuss the proposed development. The date of purchase was just before the adoption of the form-based code; however, several hearings had already taken place. The applicant has noted they were aware of the status of the proposed form-based code going through required adoption hearings, and relied on said regulations for the purchase of the property.

(3) *Governmental entity action impact.* Showing that an act of a governmental entity has inordinately burdened or negatively impacted the previously approved development;

The applicant's proposed development was permitted by right through the TPG LDRs that were in effect at the time; when the current LDRs were reimplemented, the City Center zoning designation was reinstated. The City Center District does not allow residential uses, with the exception of mixed-use buildings which are permitted with conditions, and single-family dwellings located in the Bethel St. Mark Historic Overlay District.

(4) *Public interest consideration.* Showing that recognition of vested rights would not cause significant harm to public safety, health, or welfare.

While the property and surrounding area are zoned City Center, the predominate use of surrounding properties is residential due to its location within the Bethel St. Mark Historic Overlay. The properties are located across E Virginia Avenue from a single-family dwelling, across Wood Street from vacant lots and a church, abutting a vacant lot and a single-family dwelling to the rear, and abutting a duplex that is under construction – being built by the applicant – to the northeast. Developing the subject properties with five attached single-family units, or a five-unit rowhouse, would not cause harm to public safety, health, or welfare.

(c) *Development Review Committee review.*

(1) *Initial vested rights*. If the Development Review Committee determines that a claim of vested rights has been established based on the criteria set forth under subparagraph (b) above, it shall, within sixty (60) days from the date of application submission, issue a staff report and recommendation which describes the vested rights of the development, reflects the basis for the vesting determination, and describes the nature and extent of such vested rights and any restrictions or conditions thereon which are recommended to require for recognition and maintenance of such vested rights status.

During the public meeting held on November 7, 2025, the DRC voted unanimously to find that a claim of vested rights has been established based on the above criteria. The vested rights would allow the applicant to continue forward with re-platting the properties into five (5) lots and construct a five-unit rowhouse (otherwise referred to as attached single-family units) with one unit on each platted lot, sharing a zero-lot-line with interior units. The applicant would be required to comply with all regulations of the TPG LDRs, including but not limited to parking, access, architectural requirements, etc. Through the TPG LDRs, the proposed number of units complies with the maximum density allowance of the TPG-NT District and the Traditional Neighborhood future land use designation. Based on the proposed development, the applicant should be limited to a maximum of

five units on the subject properties combined.

Staff Recommendation:

Staff recommends approval of the request with the following conditions, limitations, and/or safeguards:

1. This vested rights determination applies to the subject properties, 297 E Virginia Avenue and 407 Wood Street, generally described as Lots 1 and 2, Block 66, City of Punta Gorda, Plat Book 1, Page 8, public records Charlotte County, Florida, and further described in the Quit Claim Deed recorded on September 8, 2023, instrument number 3313012, public records Charlotte County, Florida.
2. The proposed five-unit rowhouse development, to be platted as five individual lots, is vested for the subject properties combined, not individually.
3. The development shall comply with all requirements of the TPG LDRs for the TPG-NT district and rowhouse building type.
4. Should the structure be demolished or damaged to an extent of 50% or more of the structural value, the property owner may either reconstruct a five-unit rowhouse as vested by the application, apply for and comply with all demolition permit requirements, or shall bring the property into compliance with LDRs that are in effect at that time.
5. The initial vested rights determination shall be recognized for three years from the date of approval. If construction has not commenced within that time, any development on the property shall comply with LDRs that are in effect at that time.

Attachments:

Exhibit 1: TPG LDRs, TPG-NT District Regulations
Exhibit 2: Current LDRs, City Center District Regulations

(6). **Neighborhood Transition**



a. Intent

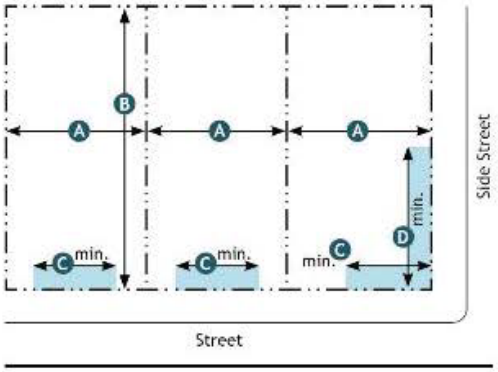
Description	Primary Characteristics
Neighborhood Transition areas provide a similar variety of uses as the Downtown Core and Village Centers, though at scales more closely matching the surrounding residential neighborhoods. Buildings within this district range from shopfronts, to multiplexes, to Single-family houses creating a deliberate transition between the highest intensity mixed-use districts and the lowest intensity residential districts.	Detached and attached residential
	Small footprint commercial and mixed-use
	Buildings at or close to ROW
	Small-to-medium side setbacks
	Up to 3 stories
	Primarily stoop, portico, porch, and shop front frontages

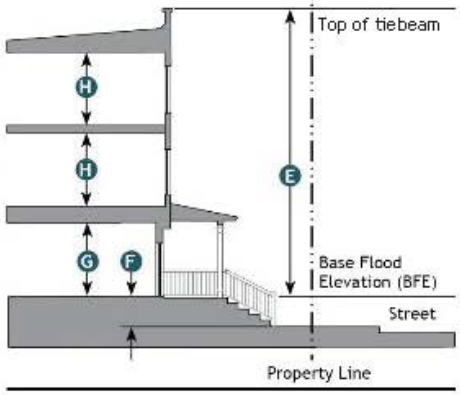
Note: The drawing above is intended to provide a brief overview of this regulating district and should be used for illustrative purposes only.

Exhibit 1 (page 2 of 4):

Section 3.2 (c) (6)

TPG, Traditional Punta Gorda – Neighborhood Transition





b. Allowed Building Types and Lot Size

Building Type	Lot Width (A)	Lot Depth (B)	Standards
Accessory Cottage[1]	n/a	n/a	3.2(d)(2)
House	40' min 150' max	86' min	3.2(d)(3)
Rowhouse	18' min	86' min	3.2(d)(6)
Duplex	40' min 100' max	86' min	3.2(d)(5)
Triplex / Fourplex	50' min 84' max	86' min	3.2(d)(7)
Multiplex	80' min / 130' max	86' min	3.2(d)(8)
Courtyard Apartment	84' min / 150' max	100' min	3.2(d)(9)
Live / Work	18' min / 53' max	86' min	3.2(d)(10)
Small Footprint Mixed-Use	40' min	86' min	3.2(d)(11)
Main Street Shopfront	25' min / 150' max	86' min	3.2(d)(13)
Neighborhood Shopfront	50' min	90' min[2]	3.2(d)(14)
Civic/ Institutional	n/a	n/a	3.2(d)(18)

Minimum and maximum lot sizes can also be found in the Building Types Section 3.2(d).

[1] Permitted only with House, Rowhouse and Live/Work Building Types.

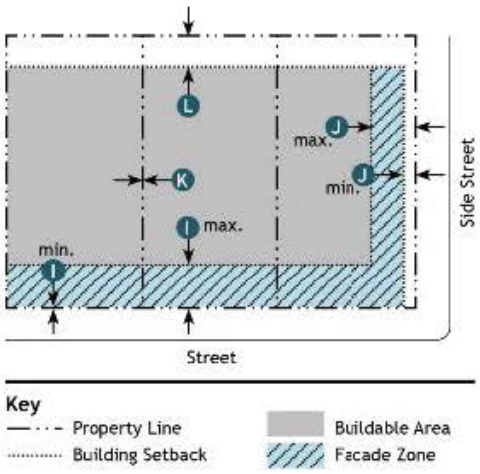
c. Building Form

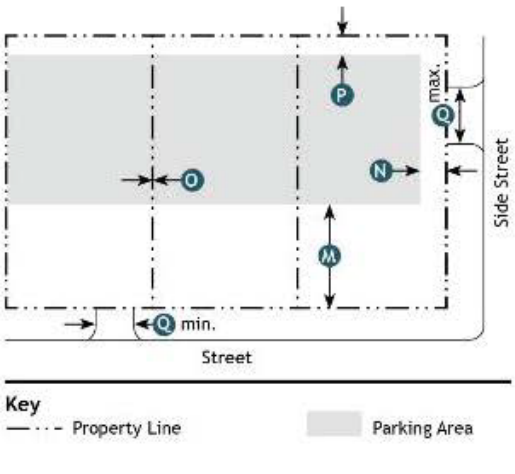
Footprint		
Lot Coverage	90% max[1]	
Frontage Buildout		
Primary Street	60% min	(C)
Secondary Street	50% min	(D)
Density (Individual Lot) and Height		
	Base	**Missing Middle[2]**
Density	25 du/a	30 du/a
Building Height[1] (E)	40' max (3 stories)	n/a
Accessory Structures Height		
Dwelling	25' max (2 stories)	
Other	15' max (1 story)	
Finished Ground Floor Level		
Residential	24" min	(F)
Commercial	Max 6" above grade or BFE + 1' freeboard	
Floor to Ceiling Height		
First Story: Commercial[4]	14' min	(G)
Upper Stories	8' min	(H)
Habitable Half-Story /Attic[5]	7' min	

[1] May be lower for certain building types
[2] Density permitted Specific Building Types, see Section 3.2(d).
[4] Does not apply to Neighborhood Shopfront.
[5] Minimum of 70 sq. ft. of floor area required half of which must have at least 7' ceilings and the other half at least 5' ceilings.

Section 3.2 (c) (6)

TPG, Traditional Punta Gorda – Neighborhood Transition





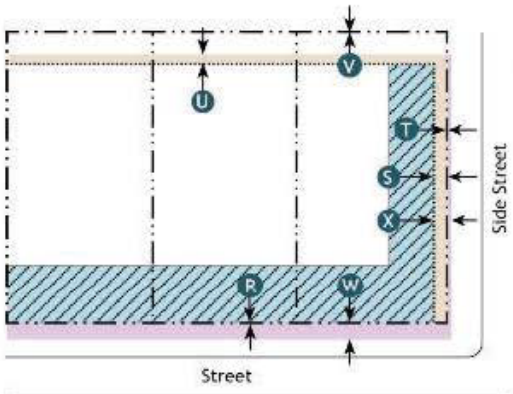
e. Building Placement		
Setback (Distance from Property Line)		
Front	0' min / 20' max	I
Side		
Street	5' min / 20' max	J
Interior	5' min	K
Rear		
Alley	10' min	
Interior	15' min	L
Garage Door/Carport (from Front Façade)		
Attached	Not Permitted along front facade	
Detached	See Accessory Building Setbacks	
Accessory Building Setback		
Front	50' min (permitted in rear yard only)	
Side		
Street	3' min	
Interior	3' min	
Rear		
Alley	3' min	
Interior	3' min	
Additional		
See Section 3.2 (d) Building Types		

f. Parking		
Location		
Parking shall be located behind the primary building in the rear yard and accessed from alleys or side streets wherever possible, though side yard parking area are permitted provided they do not exceed 60' in width along the street.		
Setback (Distance from Lot Line)		
Front Setback		
Rear Yard Parking	40' or behind primary building, whichever is less	M
Side Setback		
Street	5' min.	N
Interior	0' min.	O
Rear Setback		P
Alley	0' min.	
Interior	5' min.	
Additional requirements can be found in Section 3.2(d) – Building Type Standards		
Access		
Curb Cut/Parking Driveway Width	See Building Types, Section 3.2(d)	Q
Additional parking and access standards and specifications can be found in Article 10		
Required Spaces		
Vehicle Parking	See requirements in Article 10, Section 10.6	
Bicycle parking requirements can be found in Section 10.13		

Exhibit 1 (page 4 of 4):

Section 3.2 (c) (6)

TPG, Traditional Punta Gorda – Neighborhood Transition



Key

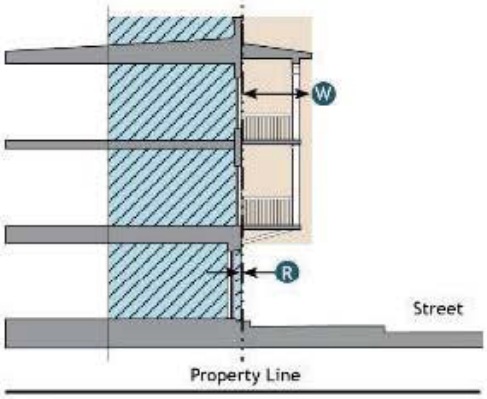
Property Line

Min. Setback Line

Facade Zone

Ground Encroachment

Upper Encroachment



Key

Property Line

Min. Setback Line

Facade Zone

Encroachment Area

g. Encroachments		
Allowed Encroachments		
Balconies, Bay Windows, Awnings, Galleries, Stoops, and Other Frontage Elements (see Article 7 for details and standards).		
Ground Level Encroachment	**Distance from Min Setback**	**Distance from Property Line**
Front	0' max	0' max[1] R
Side		
Street	6' max S	0' max[1] T
Rear		
Alley	6' max	0' max
Interior	4' max U	0' max V
Upper Story Encroachment	**Distance from Min Setback**	**Distance from Property Line**
Front	n/a	6' max W
Side		
Street	6' max X	1' max
Rear		
Alley	6' max	0' max
Interior	4' max U	0' max V

[1] Does not include awnings, canopies, galleries, and arcades, which can encroach past the property line on front and side streets up to 10', provided a 6' minimum clear sidewalk zone and an 8' vertical clear zone beneath these elements is maintained.

h. Architectural Provisions	
Allowed Architectural Styles[1]	**Standards**
Florida Wood Frame	7.5 (b) (2)
Folk Victorian	7.5 (b) (3)
Craftsman	7.5 (b) (4)
Queen Anne Revival	7.5 (b) (5)
Colonial/Georgian Revival	7.5 (b) (6)
Neo-Classical Revival	7.5 (b) (7)
Mission	7.5 (b) (8)
Mid-Century Modern	7.5 (b) (9)
Masonry Modern	7.5 (b) (10)
Main Street Vernacular	7.5 (b) (11)
Other Architectural Provisions	**Standards**
General Building Standards	7.2
Elevated Building Standards	7.3
Frontage Standards	7.4

[1] Loft and Warehouse Building Types are exempt from Section 7.5 Architectural Style standards.

(7) Service station.
(8) Theatre, outdoor.
(9) And any such other uses as deemed appropriate in the district by the Zoning Official.

(g) Development Standards.

(1) Minimum lot area; No minimum.
(2) Minimum front yard, 10 feet; Maximum front yard, 25 feet.
(3) Minimum side yard, 0 feet; abutting a street, 10 feet.
(4) Minimum rear yard, 20 feet [Exception: building which abuts an alley, 0 feet].
(5) Waterfront setback, 25 feet for all permanent and accessory structures.
(6) Minimum setback for a detached garage, 3 feet, except for waterfront areas as set forth above.
(7) Frontage encroachment, 5 feet into the rights- of- way on second story only for balconies, bay windows, arcades, porches and their supports at the ground level, together with awnings above head height. [Encroachments into the rights- of- way of state- maintained roads are not permitted without FDOT approval].
(8) Frontage build- out shall be 70 percent of the street face. When a parcel has more than one (1) street frontage and only one (1) side lot line, the frontage requirement may be on the primary street only.
(9) All lots must front along a minimum of 25 feet of publicly dedicated right- of- way in order to be built on.
(10) Minimum lot width at building line, 25 feet.
(11) Minimum height of principal structure, 26 feet above BFE; Maximum height of 2 stories, 35 feet above BFE [May be reduced in accordance with Section 7.5].
(12) Residential buildings shall be raised above the sidewalk a minimum of 2 feet.
(13) Maximum radius of neighborhood center, ¼ mile.
(14) Maximum density, 15 units per acre.
(15) Development standards for single- family and duplex dwelling units and accessory structures shall be as outlined in Section 3.7, NR District.

{Ord. No. 1450-06, <sec> 1, 10-04-06; Ord. No. 1458-06, <sec> 6, 12-06-06; Ord. No. 1613-09, <sec> 1, 9/2/09; Ord. No. 1770-13, <sec> 6, 11/6/13; Ord. No. 1796-14, <sec> 1, 10-01-2014; Ord. No. 1819-15, <sec2>, 06/03/2015; Ord. No. 1852-16, <sec> 1 – 2, 07-13-16; Ord. No. 1910-18, <sec> 1, 10-03-2018}

Section 3.9. CC, City Center District

The City Center District is provided to encourage the redevelopment and expansion of the traditional town center. A broad array of uses is expected in a pattern which integrates shops, restaurants, services, work places, civic, educational, and religious facilities, and higher density housing in a compact, pedestrian- oriented environment. The City Center anchors the surrounding residential neighborhoods while also serving the broader community. The district is coded to accommodate the higher overall intensity of development required to support a City. It is to be expected that the City Center District will be expanded over time to meet growth in demand for downtown

facilities and services.

(a) Permitted Principal Uses and Structures.

(1) Commercial, retail uses which shall be conducted entirely within a completely enclosed building unless otherwise specifically permitted. All products produced incidental to a permitted use which are to be sold at retail on the premises are permitted within the categories listed below:

a. Retail outlets for sale of food, wearing apparel, toys, sundries and notions, books and stationery, leather goods and luggage, jewelry (including watch repair but not pawnshop), art, cameras or photographic supplies, (including camera repair), sporting goods, bicycle shops (including repair), hobby shops, marina supplies, musical instruments, package stores for sale of alcoholic beverages, telecommunications (sales and service), electronic products (parts and supplies), televisions and radios, (including repair incidental to sales), tobacco products, hardware, florist or gift shops, delicatessens, bake shops, pharmacies and similar products, medical marijuana treatment center dispensing facilities in accordance with the provisions of Chapter 381, Florida Statutes, but not wholesale facilities, outdoor storage or warehouse facilities and similar activities.

b. Retail outlets for sale of home furnishings and appliances (including repair incidental to sales inside a completely enclosed building), office equipment or furniture, antiques, pet shops and grooming (but not animal kennels), automotive parts sold from within a building (but not including installation) and similar uses.

c. Banks and financial services, small loan agencies, travel agencies, employment offices, newspaper offices (but not printing or circulation) and similar establishments.

(2) Hotels.

(3) Restaurants (excluding drive- in or drive- thru).

(4) Indoor amusement, such as motion picture theaters, billiard and pool establishments, swimming pools, bowling alleys and similar uses, dance facilities, musical entertainment, art galleries, libraries, museums, community centers, coin operated amusement devices, game parlors, arenas and skating rinks.

(5) Professional offices and medical offices.

(6) Professional services within the categories listed below:

a. Service establishments such as State licensed barber or beauty shops or State licensed massage therapy, tattooing or permanent

make- up establishments which meet the Florida Department of Health and State statutory requirements, shoe repair shops, photographic studios, dance or music studios, self- service laundries, tailors, drapers or dressmakers, laundry or dry cleaning pickup stations and similar activities.

b. Establishments such as radio or television stations (but not wireless communication facilities), funeral homes (but not crematoria), interior decorators, upholstery shops (furniture refinishing limited to small shops, not to include full scale manufacturing facilities), radio and television repair shops provided all work and materials are kept completely inside the enclosed building, health clubs, reducing salons or wellness centers, letter shops and printing establishments not involving linotype and large scale typesetting and similar uses.

c. Dry cleaning and laundry package plants in completely enclosed buildings using nonflammable liquids such as perchlorethylene and with no odor, fumes or steam detectable to normal senses off the premises.

d. Animal hospitals with boarding of animals in completely enclosed buildings.

(7) Parks.

(8) Restaurants more than 200 feet from a NR District boundary (Properties zoned CC within the Bethel- St. Mark Historic Overlay District are exempt from these separation requirements.)

(9) Schools.

(10) Government uses in existing structures (Also see Civic Uses with Conditions).

(11) Convention centers, auditoriums.

(12) Motor bus or other transportation terminals.

(13) Rent- to- own retail establishments.

(14) Bail bonds services, provided that no on- site storage of vehicles or other collateral is included outside of a completely enclosed building.

(15) Single family residential dwelling units for those properties located within the Bethel- St. Mark Historic Overlay District.

(16) And any such other uses which are similar to those listed as deemed appropriate in the district by the Zoning Official.

(b) Permitted Accessory Uses.

(1) Accessory dwelling.
(2) Day care home for 3 or fewer persons.
(3) Drive through windows, excluding those associated with restaurants.
(4) Limited home occupation.
(5) Outdoor dining area.
(6) Stalls or merchandise stands for outdoor sale of goods at street front [Encroachment onto sidewalk may be permitted by agreement with City Council. Items for outdoor sales are returned to building at end of each business day; goods not brought in at close of business day are considered outdoor storage and are prohibited.]
(7) Uses and structures which are customarily incidental and subordinate to permitted uses.

(c) Uses Permitted with Conditions.

(1) Bed and breakfast inns.
(2) Sidewalk cafes.
(3) Essential services 1 and 2.
(4) Neighborhood commercial fueling stations, excluding major service and repair of motor vehicles.
(5) Parking lot as a principal use .
(6) Temporary outdoor sales of seasonal agricultural products and customary accessory products.
(7) Mixed use buildings; up to 2 residential units; or with a 2 to 1 ratio of non-residential floor area to residential floor area.
(8) Parking structure.
(9) Bars and nightclubs more than 200 feet from a NR District boundary.
(10) Group home.
(11) Permanent non- seating public food service establishments located within 200 feet from a Neighborhood Residential Zoning District boundary.
(12) Convenience stores with limited food service located within 200 feet from a Neighborhood Residential Zoning District boundary.
(13) Convenience stores with significant food service located within 200 feet from a Neighborhood Residential Zoning District boundary.
(14) Food outlets with limited food service located within 200 feet from a Neighborhood Residential Zoning District boundary.
(15) Civic, such as governmental offices, post offices and non- profit or charitable clubs and organizations and similar uses.
(16) Permanent canopy shade structures associated with recreational facilities or school playgrounds.
(17) Mobile food dispensing vehicles on developed property with the permission of the property owner and subject to the applicable provisions of Article 4 of this Chapter.

(d) Prohibited Uses and Structures. Any use or structure not specifically, provisionally or by reasonable implication permitted herein.

(e) General Requirements. Buildings shall comply with the following architectural

provisions of Article 7.

(1) Side yard, rear yard, and courtyard lot types.

(2) Arcade, shopfront, stoop, forecourt, and dooryard frontage definition.
(3) Building style.

(4) Building principles where applicable by use.

(5) Mixed- use buildings shall be vertically mixed in use. Retail uses shall be placed at the street level. Office uses are permitted at the street level and on upper levels in combination with retail and/or residential use. Residential uses shall be placed on upper levels.

(6) When parking or loading spaces are provided, they shall be subject to all parking/loading area design, construction and landscaping standards of this Code. All off- street parking, loading and service areas must be located behind the frontage of all buildings and be screened from view of pedestrians.

(7) For all construction requiring the installation or replacement of public sidewalks, the surface material of the sidewalk must be made of brick or alternate material as approved by the City.

(8) All permitted uses require development plan approval.

(f) Special Exceptions. The following uses are also subject to applicable provisions of Article 4 of this Chapter.

(1) Churches.
(2) Marinas.
(3) Pawn shops provided they are contained completely in enclosed buildings.
(4) Drive- in; drive through facilities.
(5) Single family residential projects. The provisions of this subsection shall not apply to properties located within the Bethel- St. Mark Historic Overlay District.
(6) Ground floor residential in a mixed use building, unless such residential units are specifically designed as live- work units.
(7) Boarding or rooming houses for up to six roomers.
(8) Congregate housing designed within "civic" building principles.
(9) Any use which does not provide a 25 foot waterfront setback.
(10) Restaurants, bars and nightclubs within 200 feet of NR District boundary.
(11) Cemetery.
(12) And any such other uses as deemed appropriate in the district by the Zoning Official.

(g) Development Standards.

(1) Minimum lot area, None.
(2) Minimum front setback, 0 feet; Maximum front setback, 10 feet.

(3) Minimum side setback, 0 feet.
(4) Minimum rear setback, 20 feet [Exception: building which abuts an alley – 0 feet].
(5) Frontage encroachment, 5 feet into the rights- of- way on second or third story only for balconies, bay windows, arcades, porches and their supports at the ground level, together with awnings above head height. [Exceptions; Arcades and encroachment into the rights- of- way of state- maintained roads are not permitted without FDOT approval].
(6) Minimum lot width for attached housing, 16 feet.
(7) Frontage build- out shall be 70 percent of the street face When a parcel has more than one (1) street frontage and only one (1) side lot line, the frontage requirement may be on the primary street only.
(8) All lots must front along a minimum of 16 feet of publicly dedicated right- of- way in order to be built on.
(9) Minimum height of 2 stories, 26 feet above BFE; Maximum height of 50 feet above BFE.
(10) Maximum density, 15 units per acre .
(11) For the purposes of measuring the setback from restaurants, bars and nightclubs to an NR District boundary, measurement shall be made from the closest point of the structure within which a restaurant, bar or nightclub is located to the NR District boundary. In the case of multi- use structures, measurement shall be made from the closest point of that portion of the structure within which the restaurant, bar or nightclub is located to the NR District boundary.
(12) Development standards for single- family and duplex dwelling units and accessory structures shall be as outlined in Section 3.7, NR District.

(h) Decorative Exterior Lighting Standards

(1) Year around exterior electric or solar lighting shall be permitted on commercial structures within the City Center District subject to the following requirements:

a. All exterior decorative lighting shall be designed to create a constant glow and prevent glare.

b. The lights shall consist of single strands, run in any of the following configurations:

1. Following the architectural features of a building, doors, windows or rooflines;
2. Wrapped around columns, posts, or pillars on the building;
3. Wrapped around existing on- site features like trees, palms or posts;
4. Placed around or across outdoor dining or outdoor seating areas.

(i) Lighting shall maintain a minimum height of 10 feet above outdoor dining and seating areas and associated pedestrian

Page 26- 27

pathways.

(ii) Lighting shall be used to define the outdoor seating or dining space and may not extend to encompass areas of landscaping or open space not associated with the dining or seating area.

c. Icicle lights are not permitted unless used temporarily as holiday decorations.

d. The color of the lighting to be used for all commercial buildings shall be white light in the color temperature range of not less than 2,700 K and not exceeding 4,200 K.

e. Neon lighting shall not be permitted for any exterior building lighting; however, neon may be incorporated into signs.

f. The lighting must be maintained in proper working order and must be replaced, turned off or removed entirely if a portion of the lighting is not in property working order.

g. Flashing, blinking, flickering or scrolling lights or lights that change in intensity or color are not permitted.

(2) Additional Requirements.

a. An electrical permit shall be required unless totally solar powered. Photo voltaic solar will require an electrical permit.

1. The power source must incorporate a GFCI or be hardwired.

2. An electrical inspection is required to ensure the power source meets the electrical code. There will be a $50.00 electrical inspection fee.

b. All exterior lighting designs must be submitted for zoning review and a no- charge zoning permit.

1. Submittal for the permit shall include the type and color of lighting to be used.

2. Location of the lighting on the building.

3. Two copies of pictures of the building and location of proposed lights must be submitted with the zoning permit application.

{Ord. No. 1408-05, <sec> <sec> 1-2, 05/18/05; Ord. No. 1427-06, <sec> 1, 01/04/06; Ord. No. 1450-06, <sec> 2, 10-04-06; Ord. No 1458-06, <sec> 7, 12-06-06; Ord. No. 1534-09, <sec> 1, 01-02-08; Ord. No. 1613-09, <sec>1, 9/2/09; Ord. No. 1634-10, <sec> 1, 4/21/10; Ord. No. 1631-10, <sec> 1, 6/2/10; Ord. No. 1661-10, <sec> 2, 12/1/10; Ord. No. 1706-12, <sec> 1, 3/7/12; Ord. No. 1770-13, <sec> 7, 11/6/13; Ord. No. 1814-15, <sec> 1, 04/01/2015; Ord. No. 1819-15, <sec> 3, 06/03/2015; Ord. No. 1829-15, <sec>

CITY OF PUNTA GORDA
URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

APPLICATION FOR DETERMINATION OF VESTED RIGHTS

DATE RECEIVED: 8/06/2025 Deemed Sufficient: 8/07/2025	~~EXISTING~~ FILE # VR-01-2025 Application Fee: $1500.00

Application and all pertinent required data (listed below) MUST be submitted with this application

1. Current Zoning and Future Land Use	TPG-NT / City City Center zoning / Traditional Neighborhood FLU RLB
2. Applicable Land Development Regulations	
3. What is your existing file number	

4. Applicant / Agent (Must be same as your original application)

Name	Don B Construction / Jason McMahan
Address	[redacted]
Phone	

5. Property Address

Address	City	State	Zip
297 E Virginia & 407 Wood St	Punta Gorda	FL	33950

Parcel ID /Account #	Lot #	Block#	Section	Short Legal
412306454005 & 412306454006	1 & 2	66	6	PUG-000-0066-0001 & PUG-000-0066-0002

6. Explanation for Determintation (be specific – include all supporting documentation)

Replat of 2 lots dividing them into 5 lots for the purpose of building Row housing.

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Official and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property relative to this application.

AFFIDAVIT

Signature of Owner or Authorized Agent	Print Name	Date
	Jason McMahan	8/4/25

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this day of August 4, 20 25, by Jason McMahan, who is personally known to me or who has produced _____ as identification.

(Signature of Notary) (Seal)

Notary Public State of Florida
Tracey Wadsworth
My Commission HH 462761
Expires 3/3/2028

[redacted]

Contractor License: CGC1518356

407 Wood Street & 297 E Virginia Ave.

[redacted]

Date: August 6, 2025

To Whom It May Concern,

Subject: **Application for Determination of Vested Rights – 407 Wood St & 297 E. Virginia Ave**
We are submitting this letter in support of our **Application for Determination of Vested Rights** related to the proposed **5-unit row housing development** across the properties located at **407 Wood Street** and **297 East Virginia Avenue**.

We respectfully request recognition of vested rights to proceed under the development regulations that were in effect at the time our project began. Over the course of the past year, we have made significant progress and financial investment in good faith reliance on those regulations, with the intent to replat the existing two parcels into five separate lots for the construction of five attached single-family homes (row houses).

Key actions supporting our vested rights include:

- **City coordination:** We held two formal meetings with city staff — on **June 27, 2024** and **February 13, 2025** — where we presented our **preliminary site plan** for the 5-unit row housing project and received guidance on the replating process and development standards.
- **Survey and engineering work:** We engaged **Bobby Welsch**, a licensed engineer, to support the replat and design process. We have completed **boundary and topographic surveys**, which are finalized and ready for replat submittal.
- **Legal descriptions and plating:** We have prepared new **legal descriptions** for the proposed five-lot configuration and have designed the site plan to conform to subdivision and zoning requirements that were active at the time of initiation.
- **Architectural planning:** Our **floorplans for the five units are finalized** and ready for permitting.

- **Financial investment:** We have incurred **approximately $28,750** in professional fees related to surveys, engineering, and design work. This investment reflects our clear and continued intent to complete the development.
- **Project reliance and preparation:** Substantial time and planning have gone into this project to meet existing development standards, and our team has worked in reliance on prior code requirements throughout the process.

We believe these actions meet the threshold for vested rights under applicable municipal and state guidelines. We are committed to completing this development responsibly and in accordance with the standards in place when the project was initiated.

Please let us know if additional documentation is required. We appreciate your time and consideration of this application and look forward to continuing to work collaboratively with the city.

Sincerely,



Jason McMahan

General Contractor

CGC1518356

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)

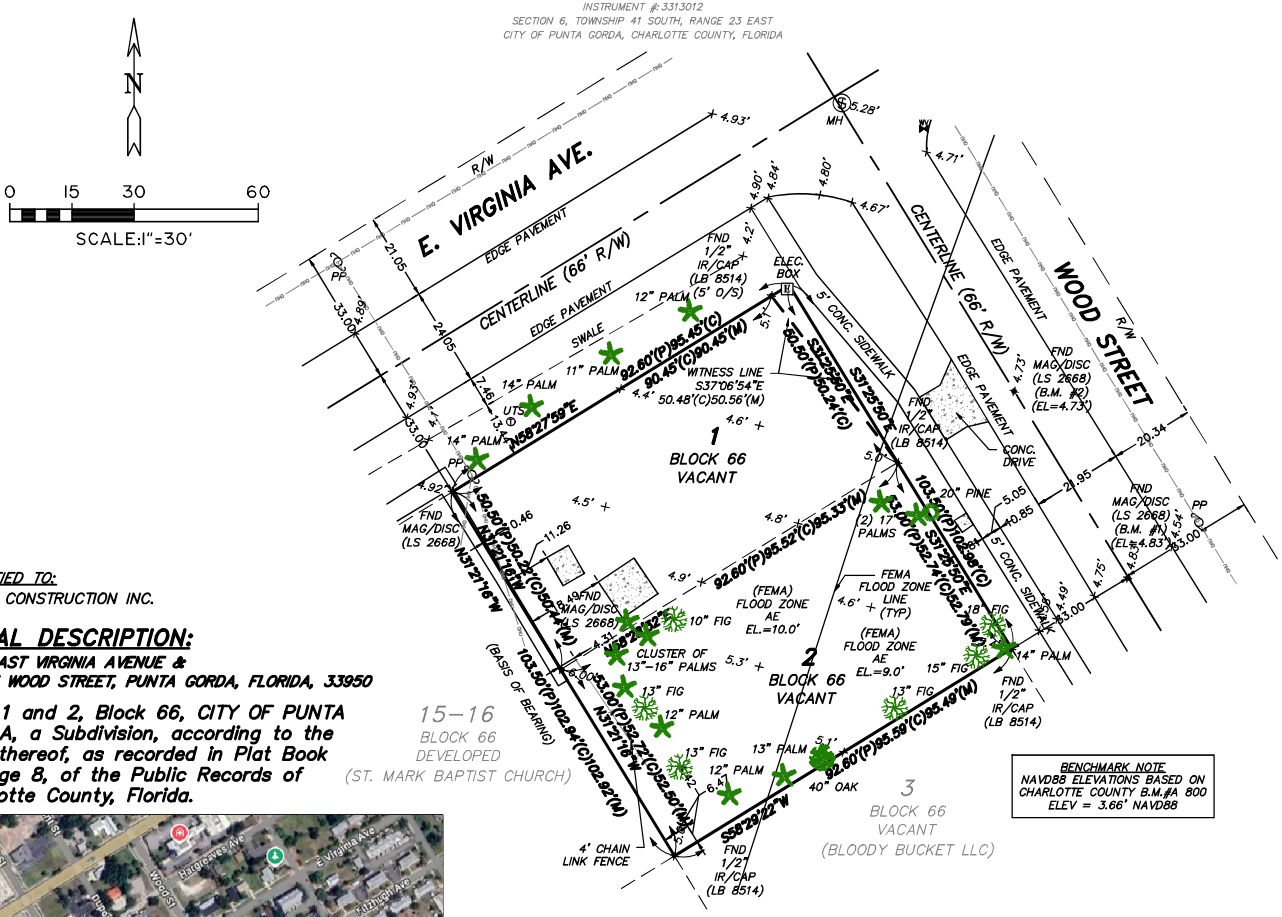
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA

NOTES:

1. THIS SKETCH DOES NOT REFLECT OR DETERMINE OWNERSHIP.
2. DESCRIPTION AS FURNISHED BY CLIENT; NO SEARCH OF THE PUBLIC RECORDS WAS CONDUCTED BY THIS FIRM.
3. BEARINGS ARE BASED ON PLAT OR DEED.
4. THERE ARE NO VISIBLE ENCROACHMENTS THAN AS SHOWN.
5. THERE MAY BE OTHER EASEMENTS NOT SHOWN HEREON RECORDED IN THE PUBLIC RECORDS OF THE GOVERNING COUNTY.
6. NO DETERMINATION OF HAZARDOUS WASTE MATERIALS HAS BEEN MADE BY THIS FIRM.
7. LOCATION OF UNDERGROUND UTILITIES OR STRUCTURES NOT SHOWN UNLESS OTHERWISE NOTED.
8. SIGNOR LIMITS LIABILITY ONLY UP TO THE COST OF SURVEY.
9. THIS SURVEY IS PROTECTED BY COPYRIGHT AND ALL RIGHTS ARE RESERVED.
10. SURVEY WAS BASED ON INFORMATION PROVIDED BY CLIENT AND EXISTING MONUMENTATION.
11. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
12. THE FEMA FLOOD ZONE INFORMATION INDICATED HEREON IS BASED ON MAPS SUPPLIED BY THE FEDERAL GOVERNMENT. THIS FLOOD INFORMATION MUST BE VERIFIED BY ANOTHER SOURCE.
13. PARCEL CONTAINS 9,835 SQUARE FEET, PLUS OR MINUS.
14. ELEVATIONS AS SHOWN ARE BASED ON N.A.V.D. 1988 DATUM UNLESS OTHERWISE STATED.

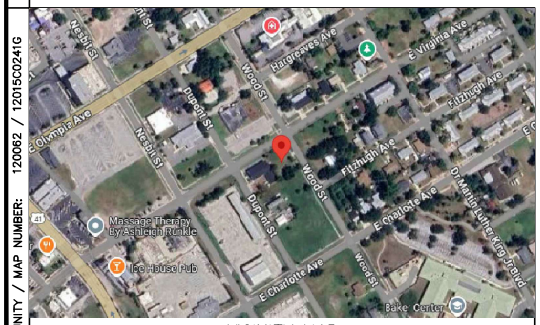
LEGEND:

(A)	– ARC LENGTH
A.C.	– AIR CONDITIONER
B.O.B.	– BASIS OF BEARINGS
Ⓒ	– CABLE TV
(C)	– CALCULATED
C.B.	– CATCH BASIN
CB	– CHORD BEARING
CH	– CHORD DISTANCE
CO	– CLEANOUT
■	– CONC. MONUMENT
(D)	– DEED
D.E.	– DRAINAGE EASEMENT
D.P.U.E.	– DRAINAGE AND PUBLIC UTILITY EASEMENT
●	– SPKD – SET MAG NAIL AND DISC LB8427
EL.	– ELEVATION
EP	– EDGE OF PAVEMENT
F.H.	– FIRE HYDRANT
FND.	– FOUND
I.R.	– IRON ROD
(M)	– MEASURED
M.E.	– MAINTENANCE EASEMENT
⊙	– FPKD – FOUND NAIL AND DISC (NUMBER)
N.A.V.D.	– NORTH AMERICAN VERTICAL DATUM (1988)
N.T.S.	– NOT TO SCALE
(NR)	– NOT RADIAL
O.R.	– OFFICIAL RECORD
Ⓟ	– PROPANE TANK
(P)	– PLAT
P.B.	– PLAT BOOK
P.C.	– POINT OF CURVATURE
P.C.C.	– POINT OF COMPOUND CURVATURE
P.C.P.	– PERMANENT CONTROL POINT
P.I.	– POINT OF INTERSECT
PG.	– PAGE
P.O.B.	– POINT OF BEGINNING
P.O.C.	– POINT OF COMMENCEMENT
PP	– POWER POLE
P.R.C.	– POINT OF REVERSE CURVATURE
P.R.M.	– PERMANENT REFERENCE MONUMENT
P.T.	– POINT OF TANGENCY
P.U.E.	– PUBLIC UTILITY EASEMENT
R	– RADIUS
(R)	– RADIAL
RNG.	– RANGE
R/W	– RIGHT OF WAY
SEC.	– SECTION
SIRC	– SET 1/2" IRON ROD LB8427
Ⓢ	– SANITARY SEWER MANHOLE
Ⓣ	– TELEPHONE BOX
TWP.	– TOWNSHIP
U.E.	– UTILITY EASEMENT
UTS	– UNITED TELEPHONE SERVICE
⧓	– WV – WATER VALVE
□	– WATER METER
△	– DELTA ANGLE
⬡	– FIRE HYDRANT
℄	– CENTERLINE
—x—	– WIRE FENCE
—//—	– WOOD FENCE
—OHU—	– OVERHEAD WIRES
	– CONCRETE PAD
5.6	– EXISTING ELEVATION



BENCHMARK NOTE
NAVD88 ELEVATIONS BASED ON CHARLOTTE COUNTY B.M.#A 800 ELEV = 3.66' NAVD88

COMMUNITY / MAP NUMBER:	120062 / 12015C0241G
DATE OF MAP:	12/15/2022
FLOOD ZONE:	AE
ELEVATION:	10.0' NAVD88
FLOOD ZONE:	AE
ELEVATION:	9.0' NAVD88



VICINITY MAP
N.T.S.

CERTIFIED TO:
DON B CONSTRUCTION INC.

LEGAL DESCRIPTION:

297 EAST VIRGINIA AVENUE &
407 WOOD STREET, PUNTA GORDA, FLORIDA, 33950

Lots 1 and 2, Block 66, CITY OF PUNTA GORDA, a Subdivision, according to the Plat thereof, as recorded in Plat Book 1, Page 8, of the Public Records of Charlotte County, Florida.

I HEREBY CERTIFY THAT THIS SKETCH OF SURVEY WAS MADE UNDER MY DIRECTION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF SAID SURVEY MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17 FLORIDA ADMINISTRATIVE CODE FURTHER, THIS DOCUMENT IS ELECTRONICALLY SIGNED AND SEALED PURSUANT TO SECTION 472.027, OF THE FLORIDA STATUTES AND CHAPTER 5J-17 OF THE FLORIDA ADMINISTRATION CODE; NO OTHER PERSON OR ENTITY MAY RELY ON THIS SURVEY. NO ABSTRACT WAS REVIEWED. NO TITLE OPINION EXPRESSED.

Reviewed and Approved By:
(SIGNED)
Digitally signed by John Robert Avery III P.S.M., Florida Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.02 09:35:13 -04'00'

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

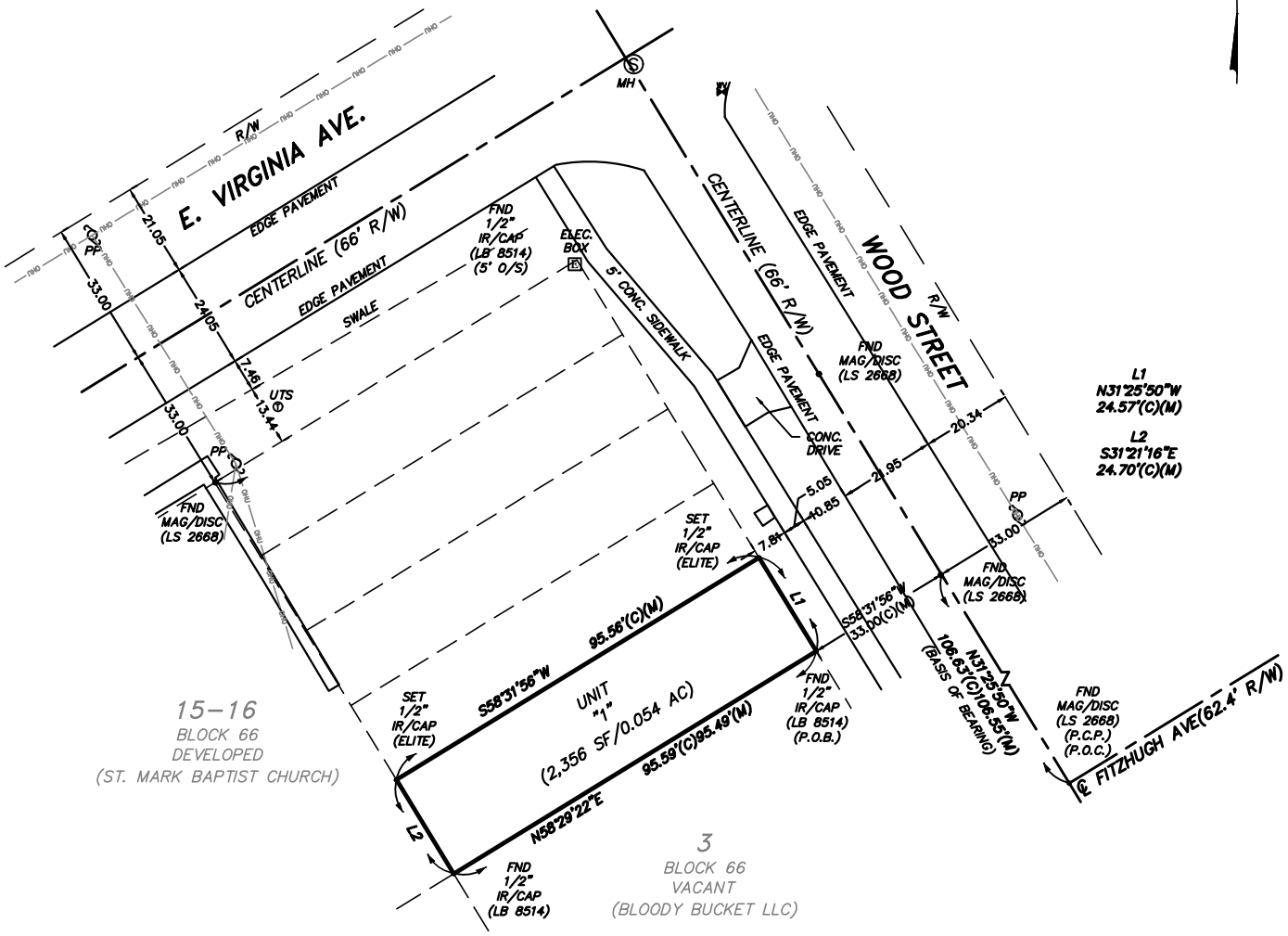
ELITE SURVEYING
4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE) INFO@ELITESURVEYING.NET
LB8427

BOUNDARY AND TOPOGRAPHIC SURVEY

FIELD SURVEY	05/23/2025
CREW CHIEF	M. HERNANDEZ
DRAWN BY	B. PRATHER
SCALE	1" = 30'
ELITE JOB NO	250136
SHEET: 1 OF 1	DATE: 05/29/2025

UNIT "1" SKETCH

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA



THIS IS NOT A SURVEY

SCALE: 1"=40"

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.11 10:12:25 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

"UNIT 1" LEGAL DESCRIPTION

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA

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Beginning at a found mag nail and disc marking the Intersection of Wood Street and Fitzhugh Avenue run North 31°25'50" West along the centerline of Wood Street a distance of 106.55 feet, thence South 58°31'56" West to the westerly Right of way of Wood Street a distance of 33.00 feet to the Point of Beginning.

From said Point of Beginning run North 31°25'50" West along said Right of way for a distance of 24.57 feet, thence run South 58°31'56" West for a distance of 95.56 feet; thence run South 31°21'16" East for a distance of 24.70 feet; thence run North 58°29'22" East to the East right of way of Wood Street for a distance of 95.49' to the Point of Beginning.

Said parcel contain 2,356 Square Feet/0.054 Acres more or less.

THIS IS NOT A SURVEY

ELITE SURVEYING
4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.11 10:14:00 -04'00'

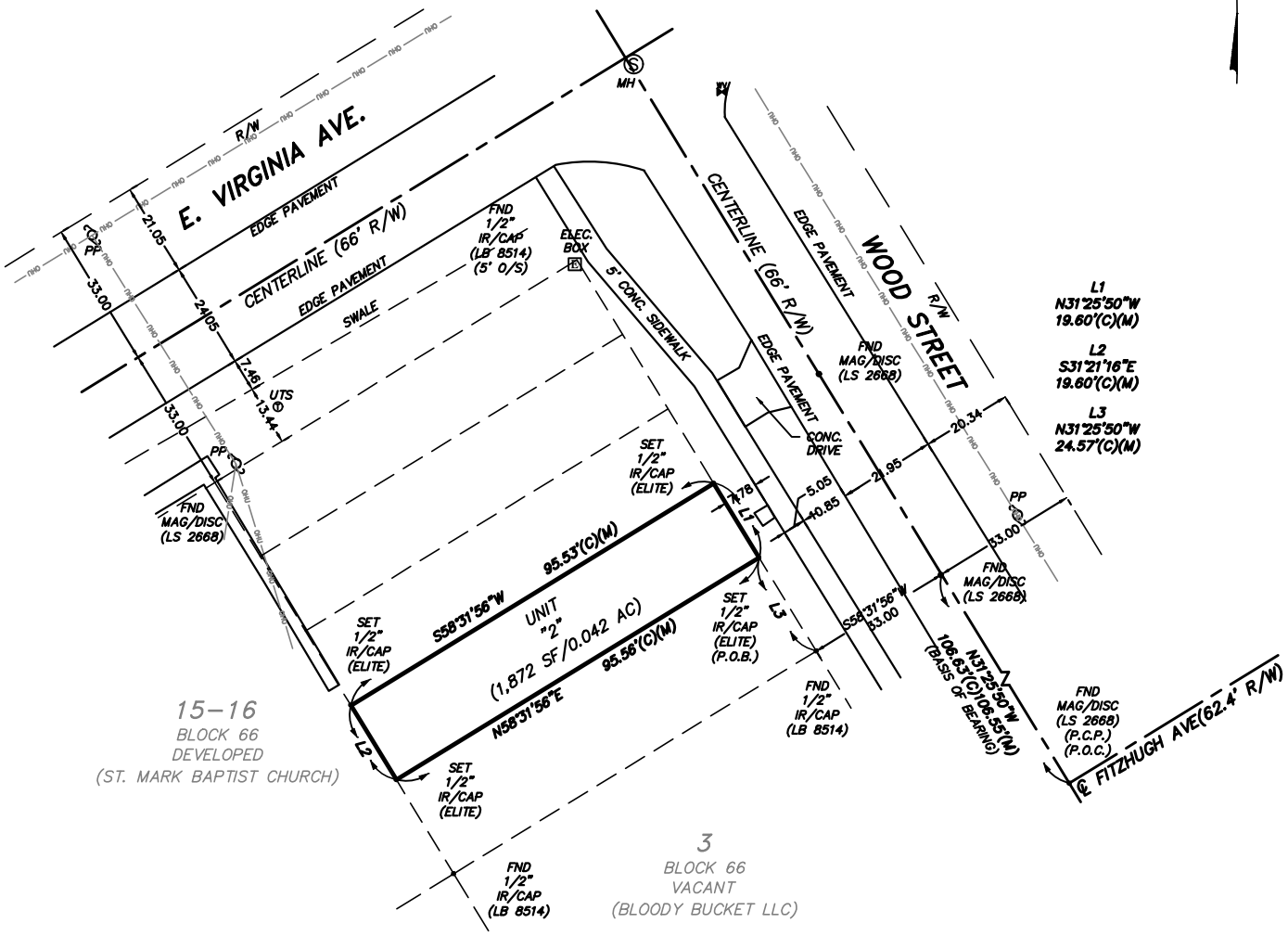
(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298

Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "2" SKETCH

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA



THIS IS NOT A SURVEY

SCALE: 1"=40"

Reviewed and Approved By:

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.11 10:10:51 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "2" LEGAL DESCRIPTION

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA

Lots 1 and 2, Block 66, CITY OF PUNTA GORDA, a Subdivision, according to the Plat thereof, as recorded in Plat Book 1, Page 8, of the Public Records of Charlotte County, Florida, being more particularly described as follows;

Beginning at a found mag nail and disc marking the Intersection of Wood Street and Fitzhugh Avenue run North 31°25'50" West along the centerline of Wood Street a distance of 106.55 feet, thence South 58°31'56" West to the westerly Right of way of Wood Street a distance of 33.00 feet, thence run North 31°25'50" West along said Right of way for a distance of 24.57(C)(M) feet to the Point of Beginning.

From said Point of Beginning run North 31°25'50" West along said Right of way for a distance of 19.60(C)(M) feet, thence run South 58°31'56" West for a distance of 95.53(C)(M) feet; thence run South 31°21'16" East for a distance of 19.60(C)(M) feet; thence run North 58°31'56" East to the East right of way of Wood Street for a distance of 95.56(C)(M) feet to the Point of Beginning.

Said parcel contain 1,872 Square Feet/0.042 Acres more or less.

THIS IS NOT A SURVEY

ELITE SURVEYING
4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

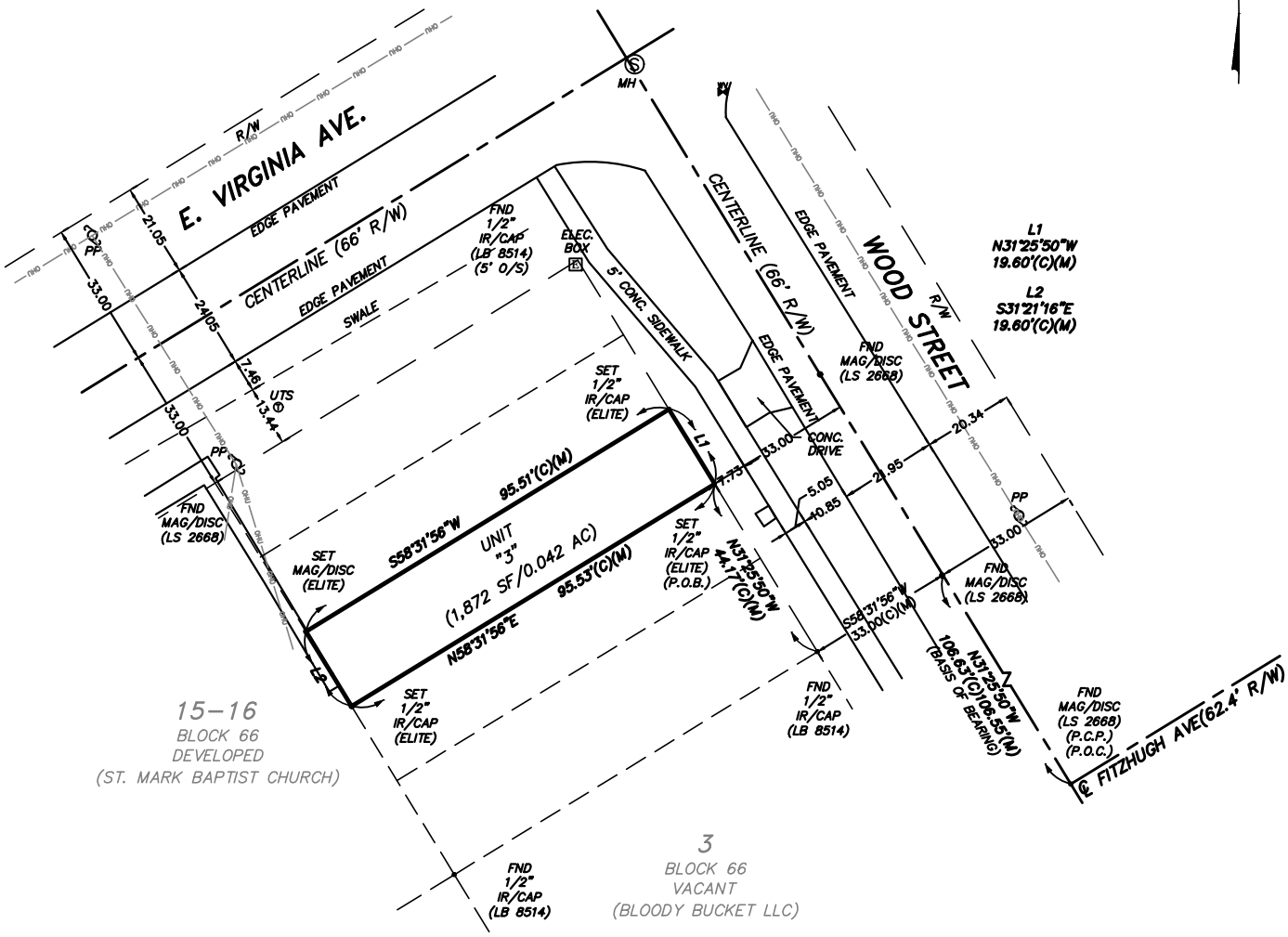
Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.10 16:52:11 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "3" SKETCH

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA



THIS IS NOT A SURVEY

SCALE: 1"=40"

Reviewed and Approved By:

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.11 10:09:15 -04'00'

(SIGNED) _____

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "3" LEGAL DESCRIPTION

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
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CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA

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From said Point of Beginning run North 31°25'50" West along said Right of way for a distance of 19.60(C)(M) feet, thence run South 58°31'56" West for a distance of 95.51(C)(M) feet; thence run South 31°21'16" East for a distance of 19.60(C)(M) feet; thence run North 58°31'56" East to the East right of way of Wood Street for a distance of 95.53(C)(M) feet to the Point of Beginning.

Said parcel contain 1,872 Square Feet/0.042 Acres more or less.

THIS IS NOT A SURVEY

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

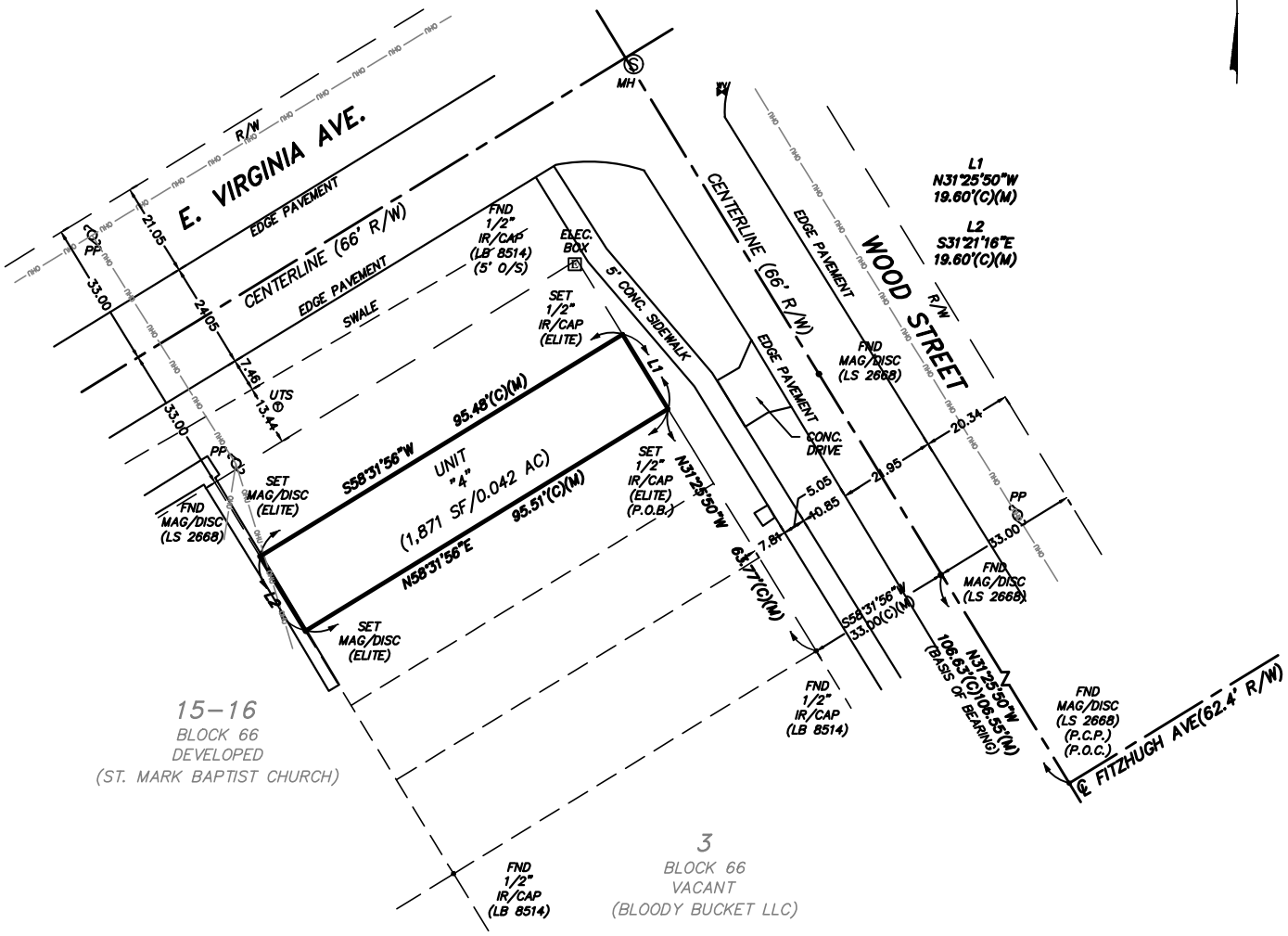
Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.10 16:50:50 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "4" SKETCH

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA



THIS IS NOT A SURVEY

SCALE: 1"=40"

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.11 10:07:47 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298

Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "4" LEGAL DESCRIPTION

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA

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From said Point of Beginning run North 31°25'50" West along said Right of way for a distance of 19.60(C)(M) feet, thence run South 58°31'56" West for a distance of 95.48(C)(M) feet; thence run South 31°21'16" East for a distance of 19.60(C)(M) feet; thence run North 58°31'56" East to the East right of way of Wood Street for a distance of 95.51(C)(M) to the Point of Beginning.

Said parcel contain 1,872 Square Feet/0.042 Acres more or less.

THIS IS NOT A SURVEY

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298

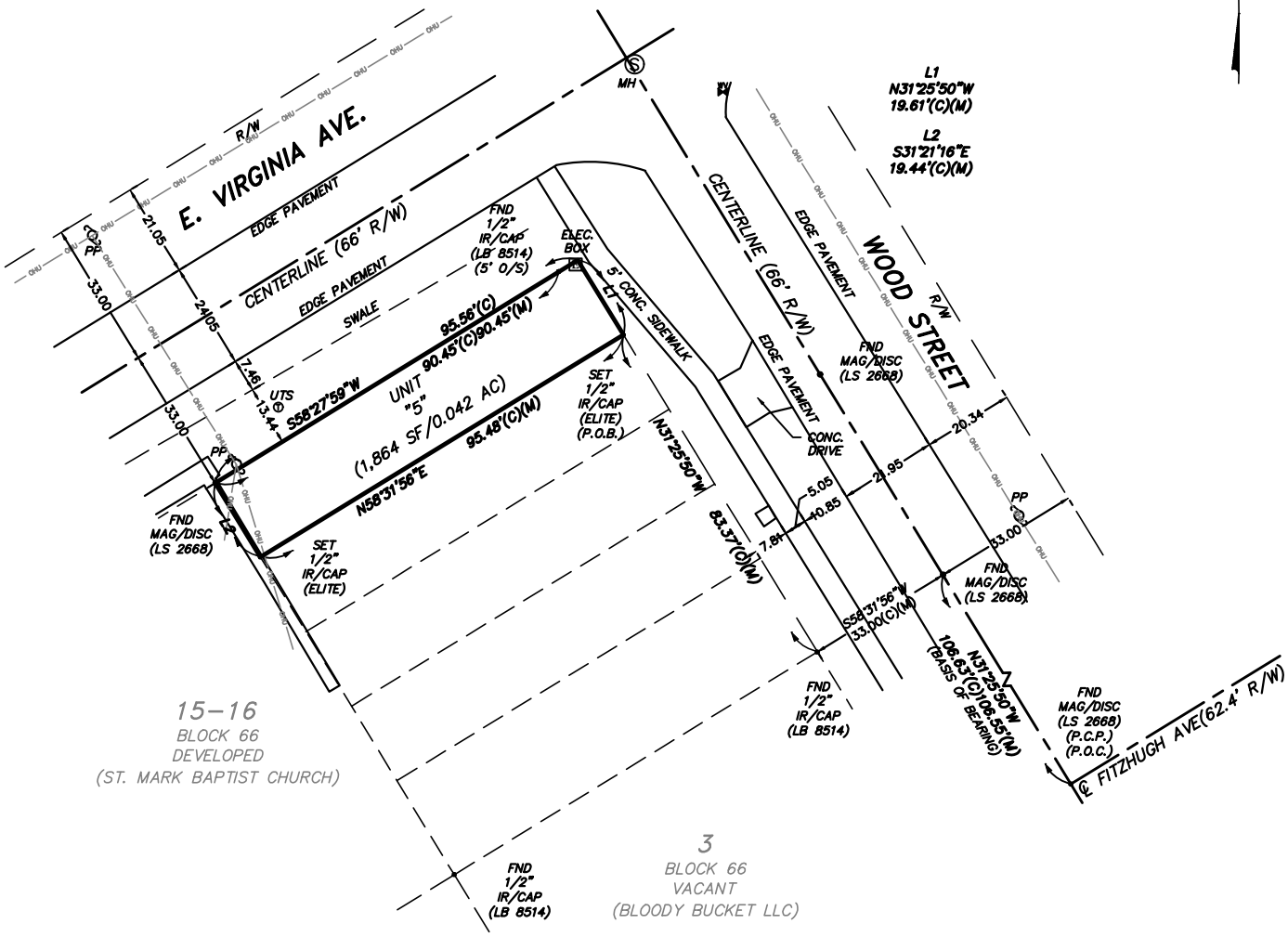
Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.10 16:49:16 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "5" SKETCH

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA



THIS IS NOT A SURVEY

SCALE: 1"=40"

Reviewed and Approved By:

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

John Robert Avery III
P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.11 10:06:25 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298

Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

UNIT "5" LEGAL DESCRIPTION

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA

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From said Point of Beginning run North 31°25'50" West along said Right of way for a distance of 19.61(C)(M) feet to the block corner; thence run along the South Right of way of E Virginia Avenue South 58°27'59" West for a distance of 95.56(C) feet; thence run South 31°21'16" East for a distance of 19.44(C)(M) feet; thence run North 58°31'56" East to the East right of way of Wood Street for a distance of 95.48(C)(M) feet to the Point of Beginning.

Said parcel contain 1,872 Square Feet/0.042 Acres more or less.

THIS IS NOT A SURVEY

ELITE SURVEYING

4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298

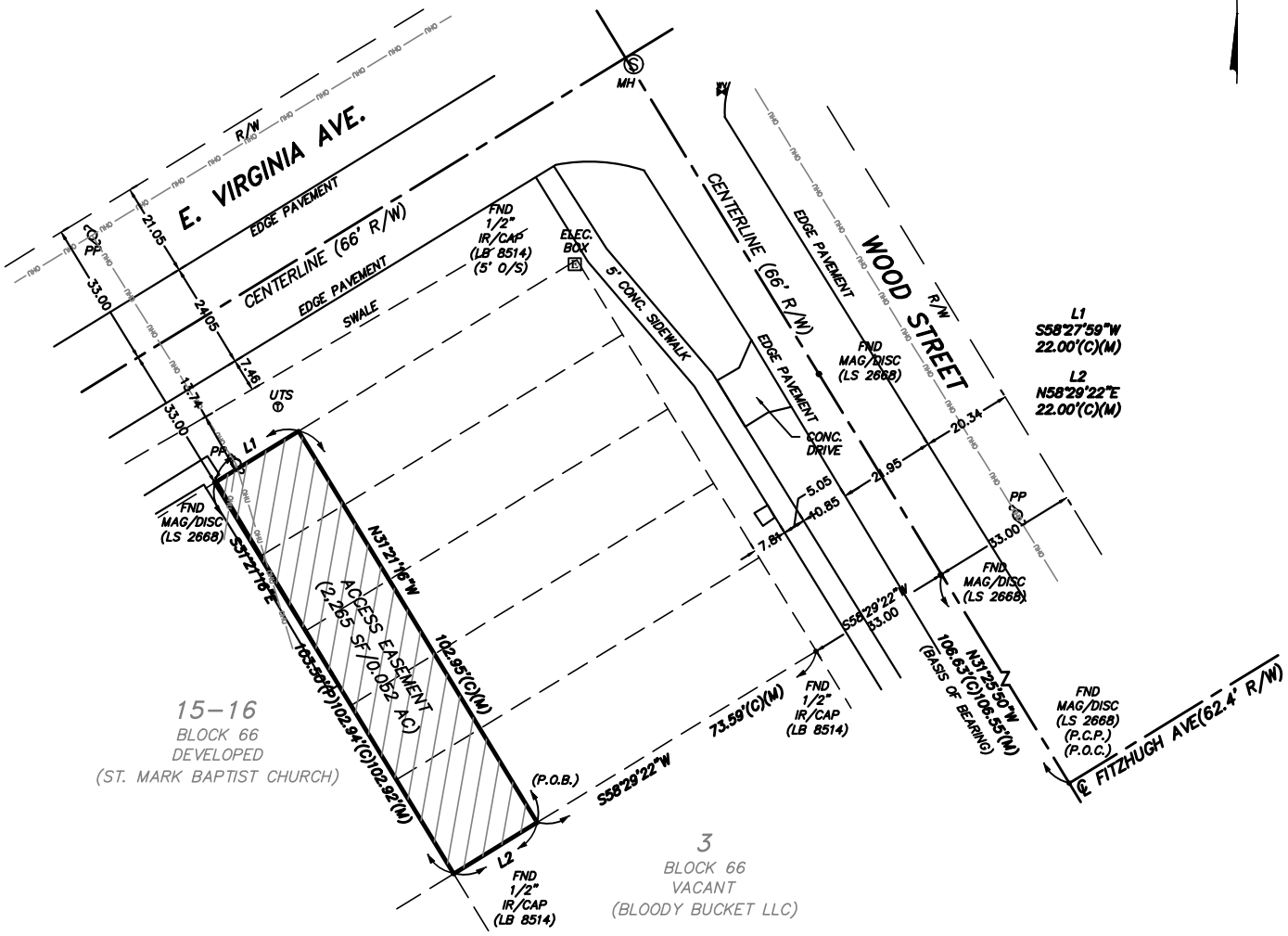
Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.06.10 16:48:08 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

"ACCESS EASEMENT" SKETCH

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
INSTRUMENT #: 3313012
SECTION 6, TOWNSHIP 41 SOUTH, RANGE 23 EAST
CITY OF PUNTA GORDA, CHARLOTTE COUNTY, FLORIDA



THIS IS NOT A SURVEY

SCALE: 1"=40"

ELITE SURVEYING

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FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.07.08 12:56:20 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298

Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

"ACCESS EASEMENT" LEGAL DESCRIPTION

LOTS 1 & 2, BLOCK 66, CITY OF PUNTA GORDA (FORMALLY TOWN OF TRABUE)
PLAT BOOK 1, PAGE 8
O.R. BOOK 4876, PAGE 298
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From said Point of Beginning run North 31°21'16" West for a distance of 102.95 feet TO THE Southerly Right of way of E Virginia Avenue(66' wide), thence run South 58°27'59" West along said Right of way for a distance of 22.00(C)(M) feet; thence run South 31°21'16" East for a distance of 102.92(M) feet; thence run North 58°29'22" East for a distance of 22.00'(C)(M) to the Point of Beginning.

Said parcel contain 2,265 Square Feet/0.052 Acres more or less.

THIS IS NOT A SURVEY

ELITE SURVEYING
4371 NOCATEE LANE.
FORT MYERS, FL 33905
239-481-2366(OFFICE)
INFO@ELITESURVEYING.NET
LB8427

Reviewed and Approved By:

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P.S.M. Professional
Surveyor and Mapper
"State of Florida"
License No. 5298

Digitally signed by John Robert Avery III P.S.M. Professional Surveyor and Mapper "State of Florida" License No. 5298
Date: 2025.07.08 12:58:30 -04'00'

(SIGNED)

John Robert Avery III, P.S.M.
Professional Surveyor & Mapper
State of Florida License No. 5298
Not Valid without Signature and Original Raised Seal or Adobe Electronic Signature of John Robert Avery III, P.S.M.

NEW TWO STORY 5-UNIT ROW HOUSE

WOOD STREET, PUNTA GORDA, FLORIDA 33951

DESIGN BY: ROCINI DESIGN GROUP LLC.

ENGINEERING PROVIDED BY

SOUTH SUN ENGINEERING INC.

223 TAYLOR STREET, UNIT 121, SECOND FLOOR
PUNTA GORDA, FL 33950
PH (941) 456-7535
FAX (941) 456-7537

SHEET INDEX

SHEET 1 :	1	COVER
SHEET 2 :	S-1	FOUNDATION AND FIRST FLOOR PLAN
SHEET 3 :	S-2	SECOND FLOOR AND FLOOR FRAMING PLAN
SHEET 4 :	S-3	ROOF FRAMING PLAN
SHEET 5 :	S-4	ELEVATIONS
SHEET 6 :	S-5	SECTION A-A
SHEET 7 :	S-6	DETAILS
SHEET 8 :	S-7	NOTES
SHEET 9 :	E-1	ELECTRICAL LAYOUT



GENERAL NOTES

1) CONTRACTOR MUST VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS. WHERE IN DOUBT, CONTACT ENGINEER TO VERIFY.
2) IT IS THE RESPONSIBILITY OF THE CONTRACTOR, OWNER AND OR OWNER'S REPRESENTATIVES TO THOROUGHLY REVIEW AND CHECK THESE PLANS FOR ANY DIMENSIONAL ERRORS AND OR OMISSIONS PRIOR TO CONSTRUCTION. IF ANY ERRORS AND OR OMISSIONS EXIST IN THE DRAWINGS AND SPECIFICATIONS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING WITHIN TEN (10) DAYS OF RECEIPT OF THESE PLANS AND PRIOR TO CONSTRUCTION, OR THE CONTRACTOR ASSUMES RESPONSIBILITY FOR THE RESULTS AND ALL COSTS OF RECTIFYING SAME.
3) ENGINEER DOES NOT ASSUME ANY RESPONSIBILITY FOR SUPERVISIONS OF CONSTRUCTION. THE CONTRACTOR MUST STRICTLY ADHERE TO THE FLORIDA 2023, 8TH EDITION BUILDING CODE, 7TH EDITION, TOGETHER WITH LOCAL AMENDMENTS AND ALL OTHER APPLICABLE STATE, COUNTY AND LOCAL STATUTES, ORDINANCES, REGULATIONS AND RULES.

PRELIMINARY
NOT FOR
CONSTRUCTION

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Basic wind speed: Vult=160 MPH. VASD=124 MPH.
Building category: II
Wind Importance Factor: 1.0
Wind exposure: C

Component & Cladding
Zone 1 = +20.2 / -39.0 psf
Zone 2e = +20.2 / -55.3 psf
Zone 2r = +20.2 / -55.3 psf
Zone 3 = +20.2 / -73.3 psf
Zone 4 = +37.9 / -41.2 psf
Zone 5 = +37.9 / -49.6 psf

NOTE: CONTRACTOR AND/OR OWNER TO VERIFY ALL DIMENSIONS AND SPECIFICATIONS PRIOR TO CONSTRUCTION.

SOUTH SUN ENGINEERING, INC.
223 TAYLOR STREET, UNIT 121, SECOND FLOOR, PUNTA GORDA FL 33950
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f: (941) 456-7537 | w: WWW.SOUTHSUNENGINEERING.COM

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ROBERT S WELSH JR, PE

LIC. PE 78653 FL
LIC. CA 31642 FL

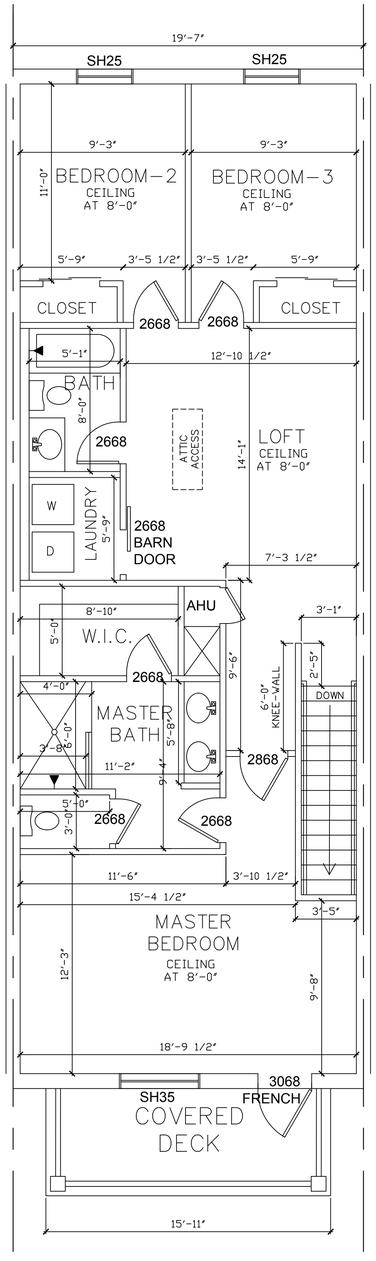
REVISIONS | BY

5-UNIT ROW HOUSE
297 VIGINIA AVE.
PUNTA GORDA, FLORIDA

COVERSHEET

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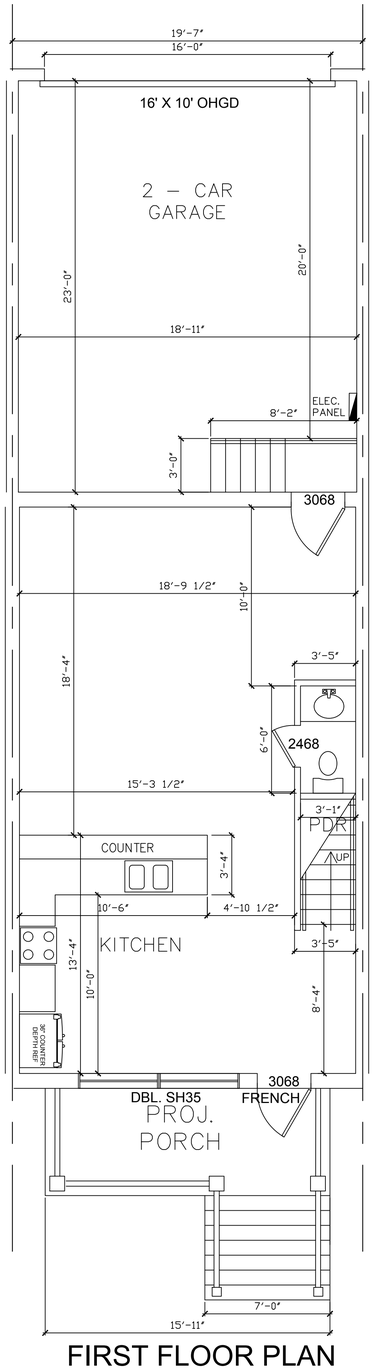
DATE 05-15-25
DRAWN A.F.
JOB 2025.246
SHEET 1



SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

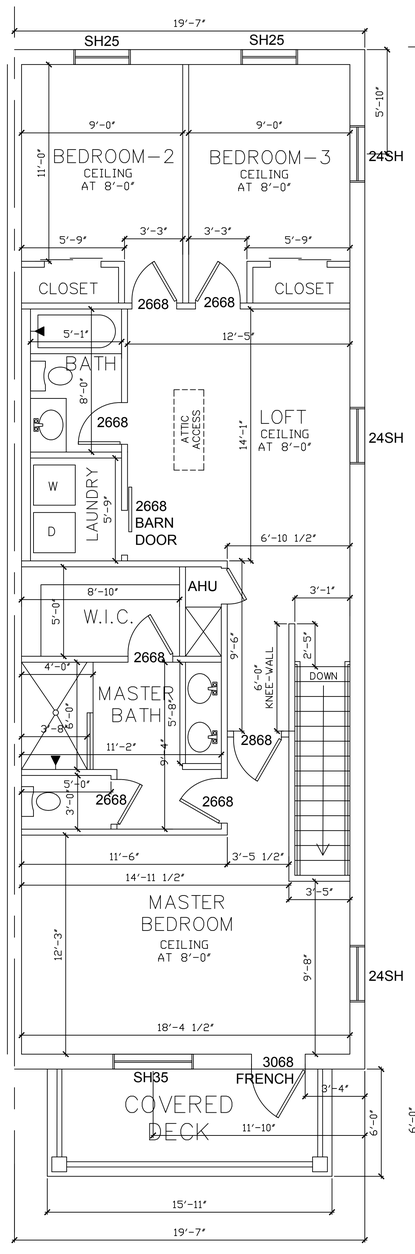
TYPICAL INTERIOR UNITS



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

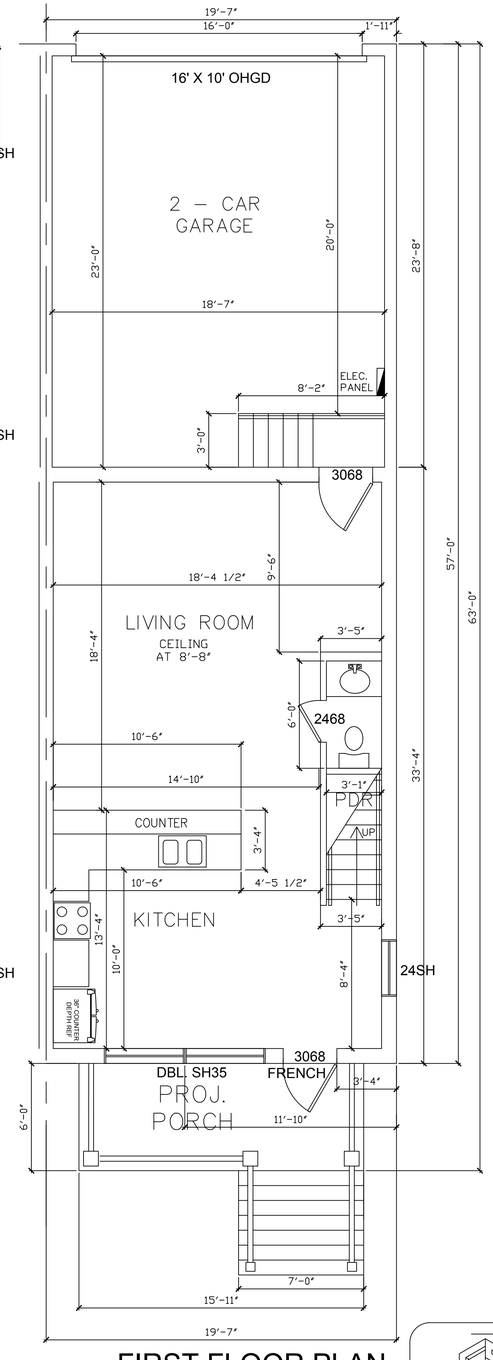
TYPICAL INTERIOR UNITS



SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

TYPICAL END UNITS



FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

TYPICAL END UNITS

PRELIMINARY
NOT FOR
CONSTRUCTION

TYPICAL INTERIOR AND END UNITS

APPROXIMATE SQUARE FOOTAGE	
FIRST FLOOR LIVING	653
SECOND FLOOR LIVING	1085
GARAGE	463
PROJECTING PORCH	95
COVERED DECK	95
TOTAL (END UNITS)	2391

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Zone 4 = +37.9 / -41.2 psf
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ROBERT S WELSH JR, PE

LIC. PE 78653 FL
LIC. CA 31642 FL

BY
REVISIONS

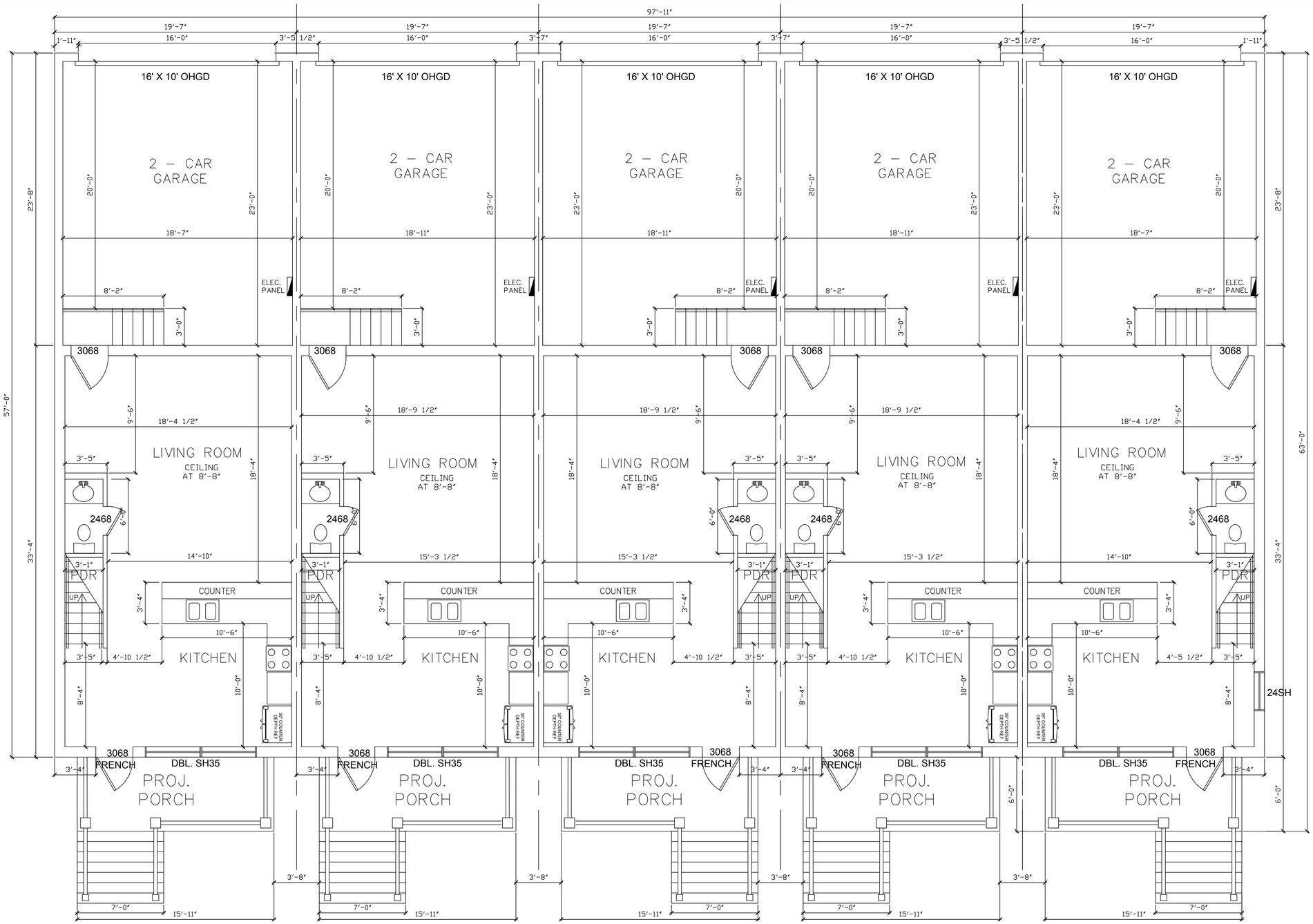
5-UNIT ROW HOUSE
297 VIGINIA AVE.
PUNTA GORDA, FLORIDA

TYPICAL FIRST AND SECOND FLOOR PLANS

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DATE 05-15-25
DRAWN A.F.
JOB 2025.248

SHEET S-2



APPROXIMATE SQUARE FOOTAGE	
FIRST FLOOR LIVING	653
SECOND FLOOR LIVING	1085
GARAGE	463
PROJECTING PORCH	95
COVERED DECK	95
TOTAL (END UNITS)	2391

FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

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LIC. PE 78653 FL
LIC. CA 31642 FL

PRELIMINARY NOT FOR CONSTRUCTION

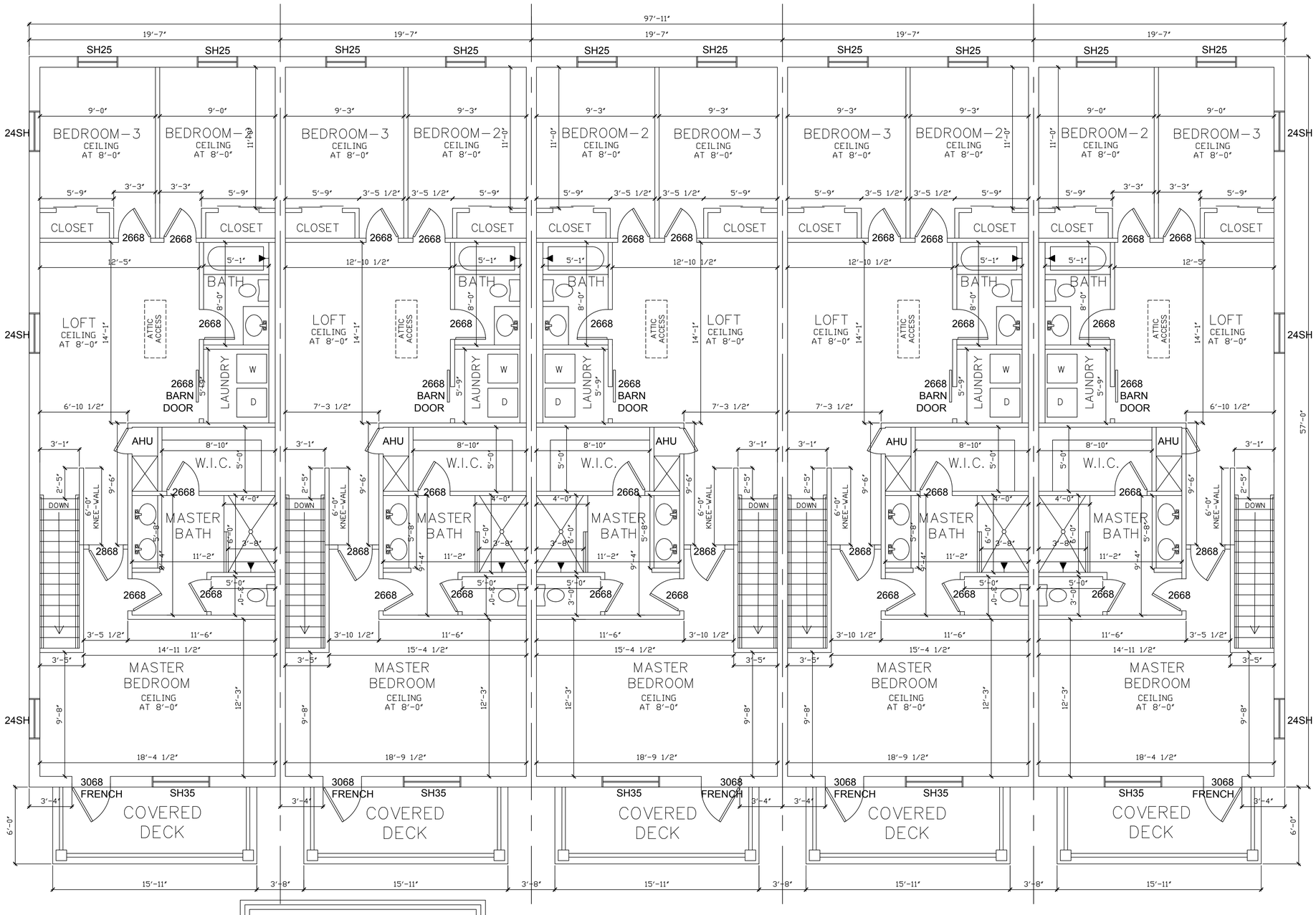
BY
REVISIONS

5-UNIT ROW HOUSE
297 VIGINIA AVE.
PUNTA GORDA, FLORIDA

FIRST FLOOR PLAN

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223 TAYLOR STREET, UNIT 121, SECOND FLOOR, PUNTA GORDA FL 33950

DATE 05-15-25
DRAWN A.F.
JOB 2025.246
SHEET S-3



APPROXIMATE SQUARE FOOTAGE	
FIRST FLOOR LIVING	653
SECOND FLOOR LIVING	1085
GARAGE	463
PROJECTING PORCH	95
COVERED DECK	95
TOTAL (END UNITS)	2391

SECOND FLOOR PLAN

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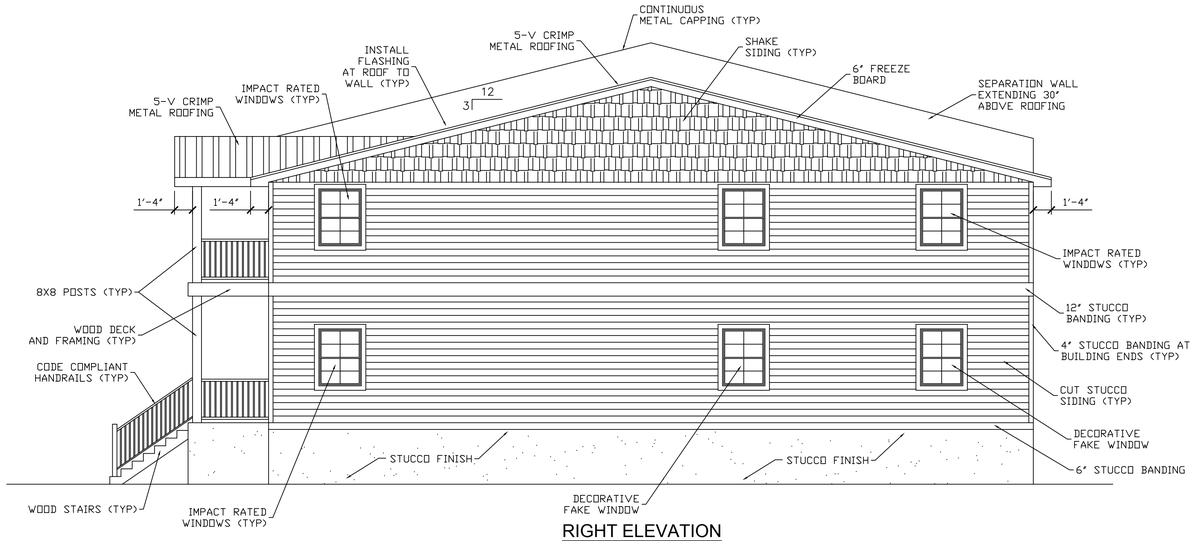
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5-UNIT ROW HOUSE
297 VIGINIA AVE.
PUNTA GORDA, FLORIDA

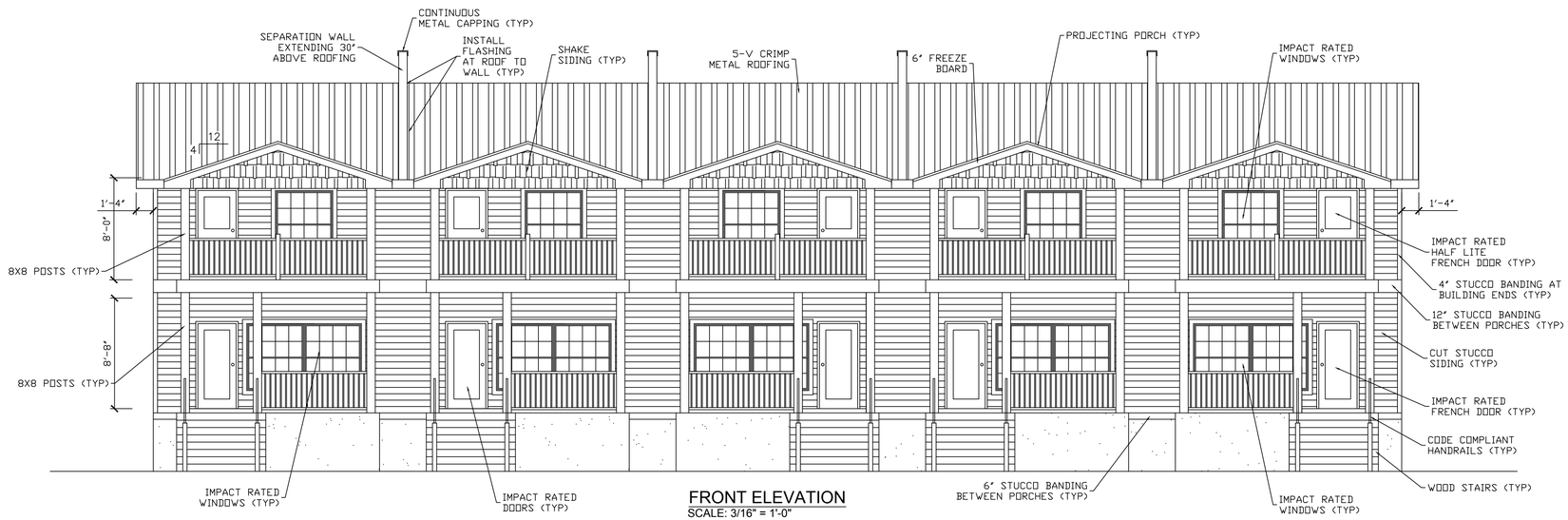
SECOND FLOOR PLAN

SOUTH SUN ENGINEERING, INC.
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DATE 05-15-25
DRAWN A.F.
JOB 2025.246
SHEET S-4



RIGHT ELEVATION
SCALE: 3/16" = 1'-0"
(FACING VIRGINIA AVE.)



FRONT ELEVATION
SCALE: 3/16" = 1'-0"
(FACING WOOD STREET)

NOTE: CONTRACTOR AND/OR OWNER TO VERIFY ALL DIMENSIONS AND SPECIFICATIONS PRIOR TO CONSTRUCTION.

NOTE: MASON TO REVIEW AND VERIFY WINDOW/DOOR ROUGH OPENING SIZES WITH MANUFACTURER'S SPECIFICATIONS

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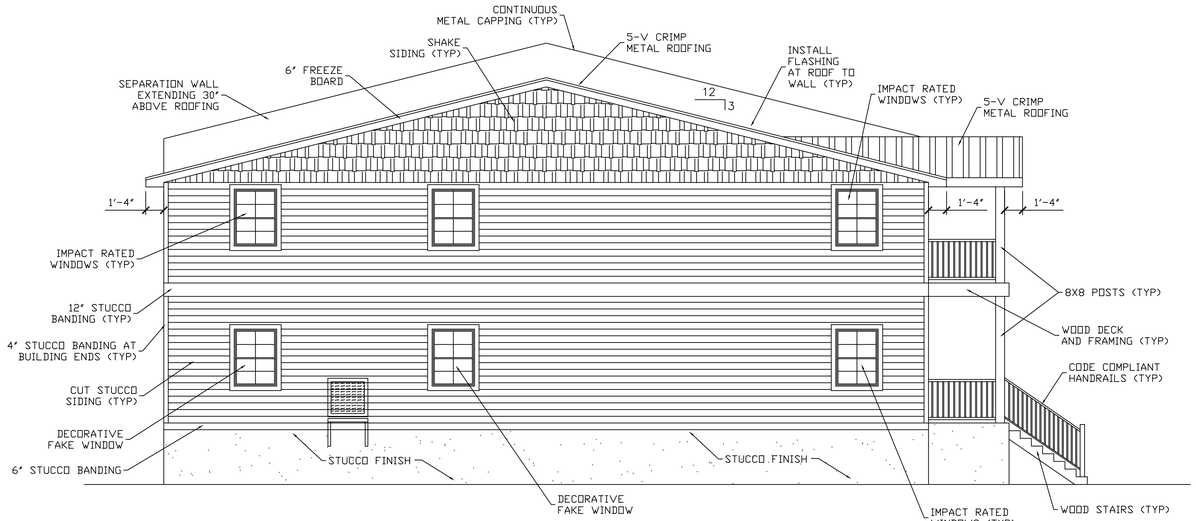
REVISIONS | BY

ROW HOUSE
297 VIRGINIA AVE
PUNTA GORDA, FLORIDA

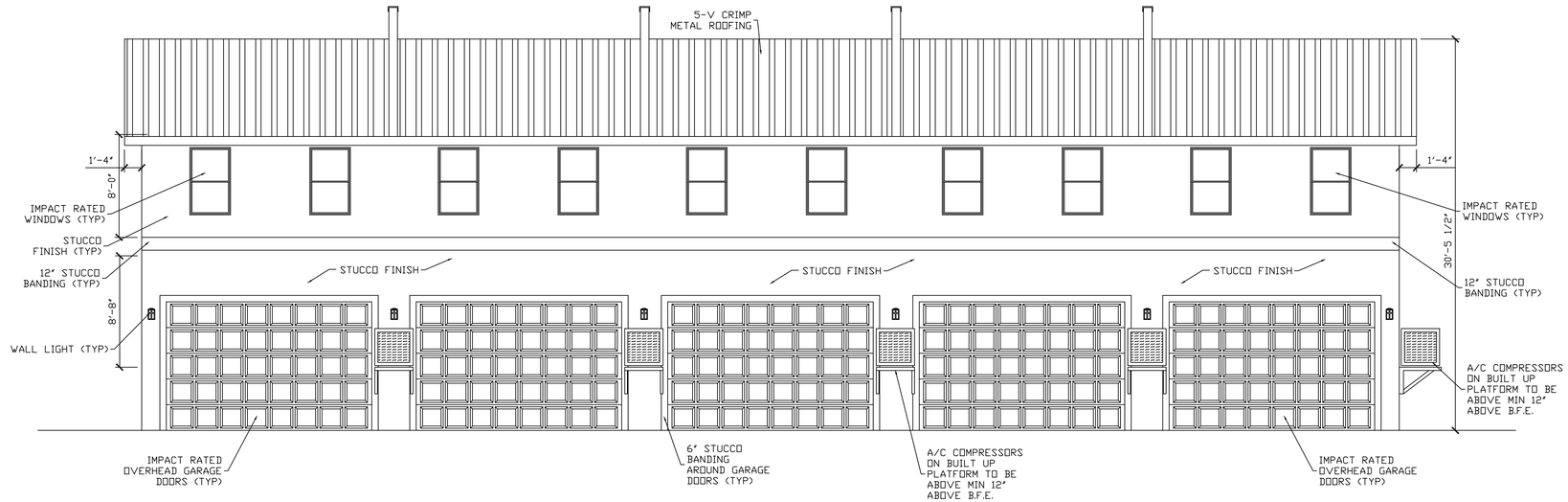
FRONT AND RIGHT ELEVATION

SOUTH SUN ENGINEERING, INC.
223 TAYLOR STREET, UNIT 121, SECOND FLOOR, PUNTA GORDA FL 33950

DATE 02-14-25
DRAWN A.F.
JOB 2025.245
SHEET S-5



LEFT ELEVATION
SCALE: 3/16" = 1'-0"



REAR ELEVATION
SCALE: 3/16" = 1'-0"

NOTE: CONTRACTOR AND/OR OWNER TO VERIFY ALL DIMENSIONS AND SPECIFICATIONS PRIOR TO CONSTRUCTION.

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PRELIMINARY NOT FOR CONSTRUCTION

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ROBERT S WELSH JR, PE

LIC. PE 78653 FL
LIC. CA 31642 FL

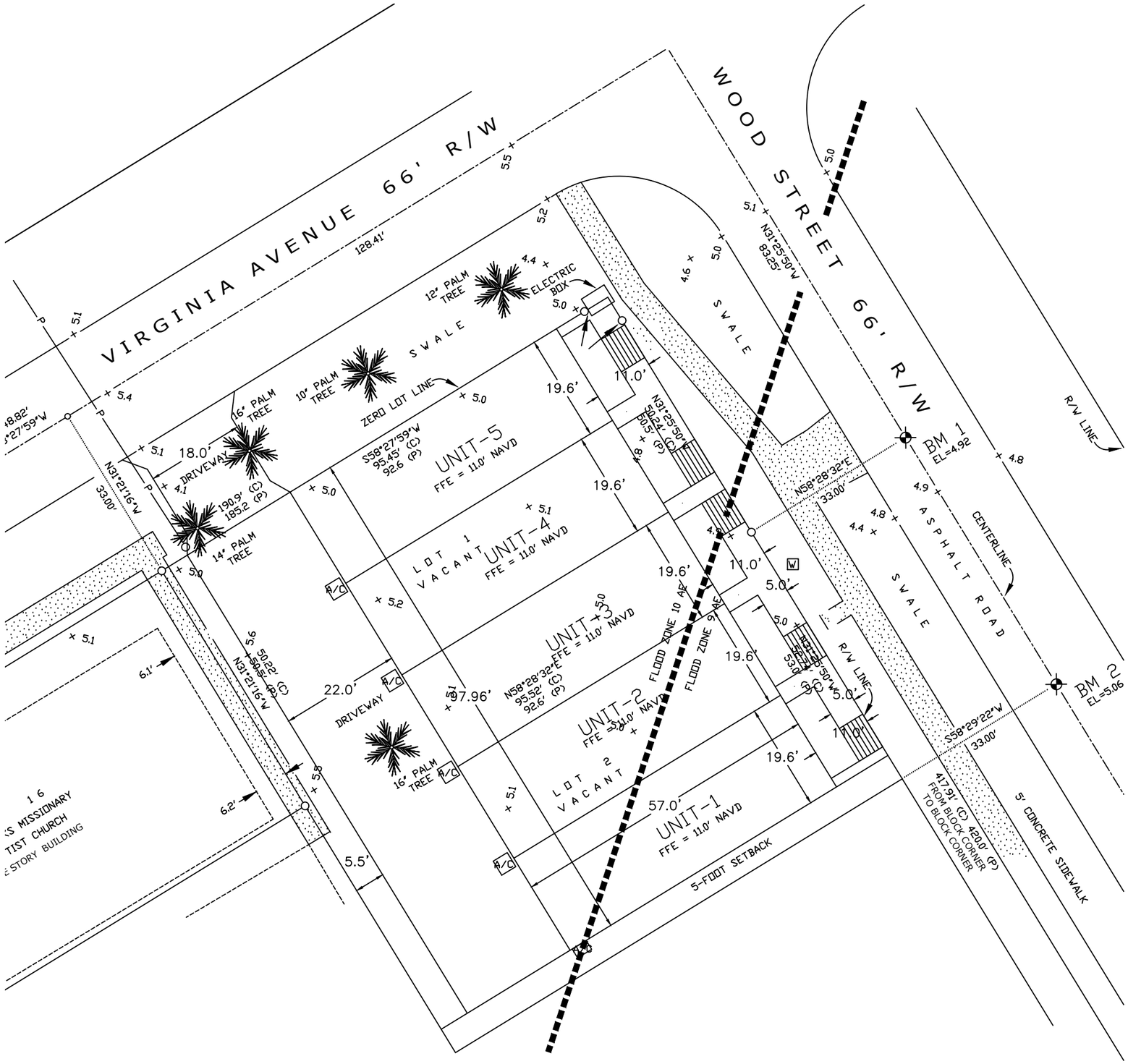
REVISIONS | BY

ROW HOUSE
297 VIRGINIA AVE
PUNTA GORDA, FLORIDA

REAR AND LEFT ELEVATION

SOUTH SUN ENGINEERING, INC.
223 TAYLOR STREET, UNIT 121, SECOND FLOOR, PUNTA GORDA FL 33950

DATE: 02-14-25
DRAWN: A.F.
JOB: 2025.245
SHEET: S-6



PRELIMINARY
NOT FOR
CONSTRUCTION

SCALE
1" = 30'

0 15 30 60 120

GRAPHIC SCALE

SITE PLAN

ROW HOUSES
297 VIRGINIA AVE
PUNTA GORDA,, FLORIDA

SOUTH SUN ENGINEERING, INC.
223 TAYLOR STREET, UNIT 121, SECOND FLOOR, PUNTA GORDA, FL 33950
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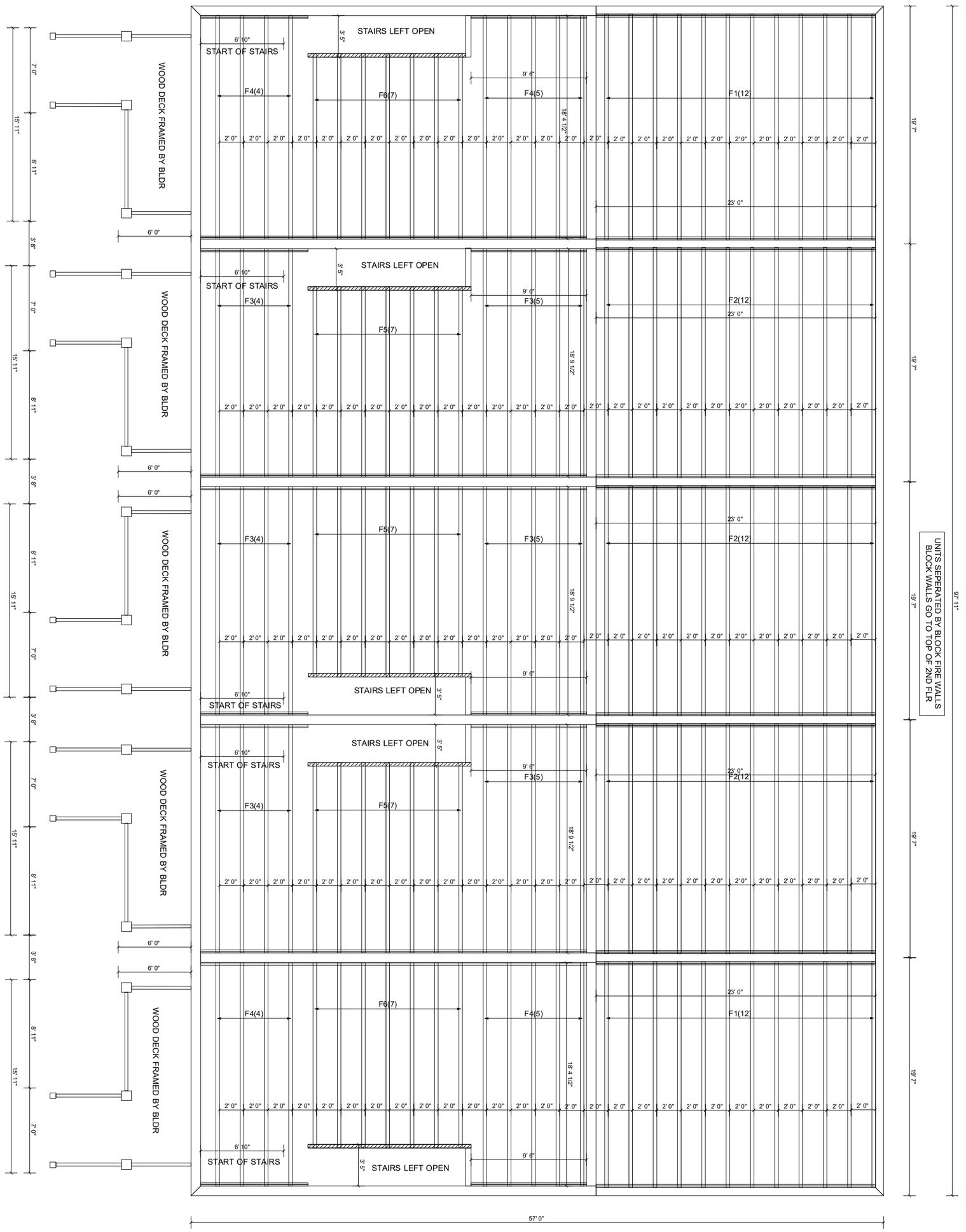
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ROBERT S WELSH JR, PE

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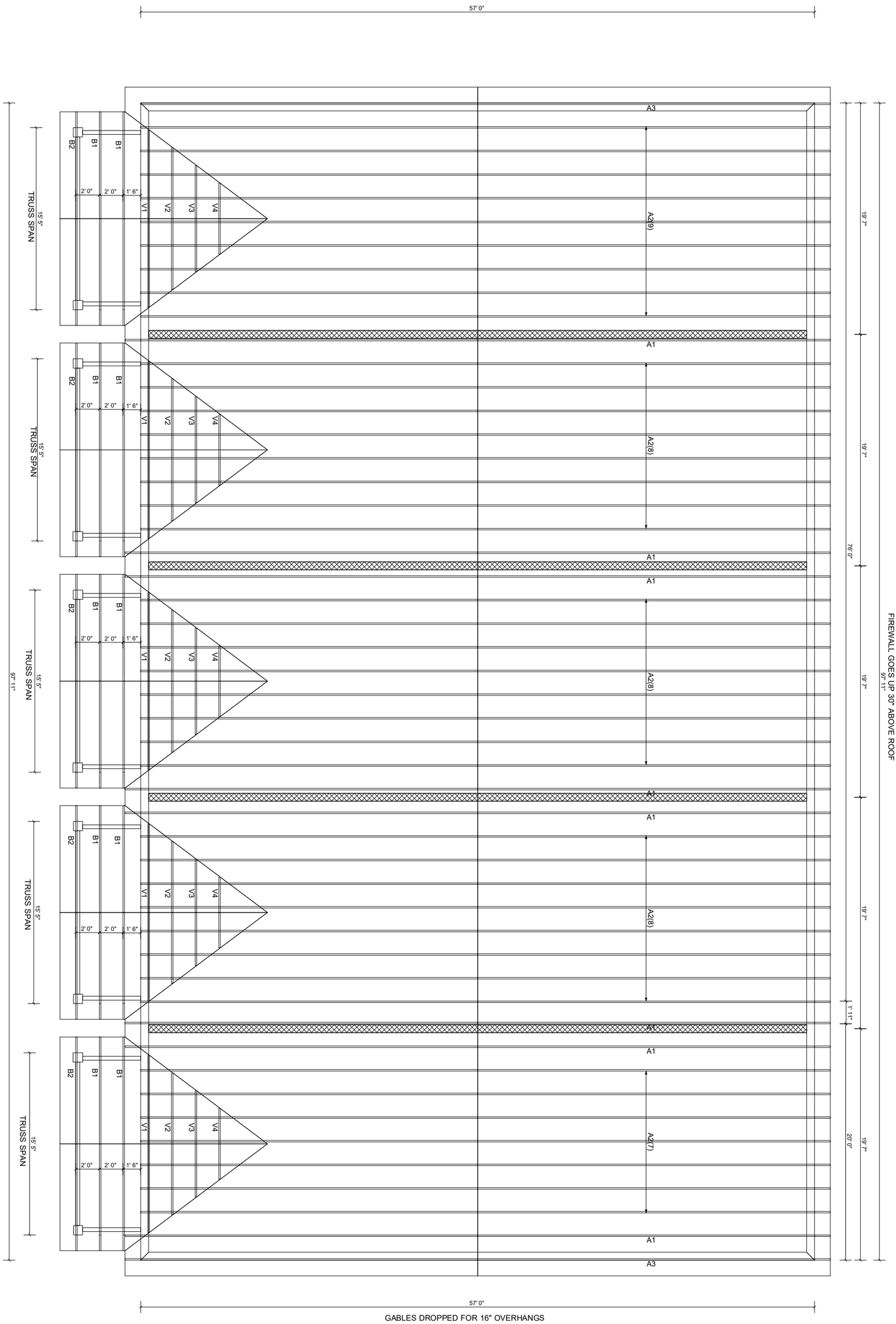
DATE 02-12-25
DRAWN A.F.
JOB 2025.021
SHEET C-1

BY	REVISIONS



5 UNIT ROW HOUSE 1ST FLR	16" DEEP FLOORS 2'OC TOP CHORD BRG	
Customer: DON B CONSTRUCTION	Roof Area: 6723.03	
Site Address: 297 VIRGINIA AVE	160 MPH WINDS 55 FLOOR LOAD	
City, ST: PUNTA GORDA, FL	Designer: JD BA459-25	

M-F-L-A
Mid Florida Lumber
4281 Echo Ave.
Bartow, Florida 33830



5 UNIT ROW HOUSE 1ST FLR	16" DEEP FLOORS 2'OC TOP CHORD BRG	M-F-L-A Mid Florida Lumber 4281 Echo Ave. Bartow, Florida 33830
Customer: DON B CONSTRUCTION	Roof Area: 6723.03	
Site Address: 297 VIRGINIA AVE	160 MPH WINDS 55 FLOOR LOAD	
City, ST: PUNTA GORDA, FL	Designer: JD BA459-25	



SEWER MAP
WOOD STREET

(10). **Historic Districts Overlay**

a. **Intent:** The purpose of the Historic Districts Overlay is to promote the educational, cultural, and general welfare of the public through the preservation, protection, and enhancement of the old, historic, or architecturally significant structures and areas of the City and to maintain such structures and areas as visible reminders of the history and cultural heritage of the City, the state, and the nation. The Historic Districts Overlay contains four sub-districts, the Downtown Historic District, the Main Street Historic District, the Grace Street Mid-Century Modern Historic District, and the Neighborhood Conservation District, which are described as follows:

1. **Downtown Historic District:** This sub-district preserves and enhances the largest remaining cluster of historic commercial and residential buildings in Punta Gorda. In addition to stricter regulations regarding the demolition and renovation of historic structures (Section 16.3), development in this district must comply with a more select range of architectural styles that directly reflect the character of past and existing historic structures.

2. **Main Street Historic District:** This sub-district preserves and enhances the historic low-rise commercial buildings in Downtown Punta Gorda, ensuring that new development on both sides of these streets is compatible and create a more complete and cohesive traditional main street district. In addition to stricter regulations regarding the demolition and renovation of historic structures (Section 16.3), development in this district is limited to four (4) stories and must comply with a more select range of architectural styles that directly reflect the character of past and existing historic structures.

3. **Grace Street Mid-Century Modern District:** This sub-district preserves and enhances the unique cluster of ranch-style homes built in the 1950s and 1960s along W Ann and W Grace Street between Berry and McGregor Street. New residential development and renovations in this district must comply with architectural standards that preserve the mid-century modern architectural style of the existing historic structures.

4. **Neighborhood Conservation District:** This sub-district enhances the historically platted neighborhoods East of US 41 by encouraging new traditional development that will restore this once vibrant and bustling historic neighborhood. Development in this district must comply with a more select range of architectural styles that directly reflect the historic structures that were once located here.

b. **Applicability:** Properties within the Historic Districts Overlay are subject to specific standards found in this section, and to the review procedures of the Historic Preservation Advisory Board (HPAB) as described in Sections 8.1 [Page 26 – 301] and 16.3.

c. **Historic Districts Overlay Designated:** For the purposes of this section, the Historic Districts Overlay is hereby established as a series of areas which overlap and overlay existing regulating districts. The boundaries of this overlay shall be designated on the official Regulating Plan for the Traditional Punta Gorda Zoning District. The Historic Districts Overlay may be applied in combination with any underlying base regulating district, and none shall be established or implemented unless deemed and found by the Historic Preservation Advisory Board (HPAB) to be of special significance according to the procedures outlined in Section 16.3.

d. **Sub-districts Established:** The Historic Districts Overlay shall be composed of four (4) Local Register historic sub-districts identified as the Downtown District, the Main Street District, the Grace Street Mid-Century Modern District, and the Neighborhood Conservation District, which are hereby established. The boundaries of these sub-districts shall be designated on the official Regulating Plan for the Traditional Punta Gorda Zoning District. Where the term Punta Gorda Historic District (or a similar reference) is used in this section or in any supplementary materials, it shall apply to sub-districts. However, where there is a specific reference to a sub-district, that specific reference shall apply and supersede any reference to the Historic Districts Overlay.

e. **Specific Standards:** Development within the Historic Districts Overlay shall comply with all underlying Regulating Districts standards established in Section 3.2, except as otherwise noted below:

1. Permitted Architectural Styles: Buildings in this district must comply with the Architectural Style Standards in Section 7.5 for the following styles:

Table 3.2.(10). – Permitted Architectural Styles In Historic Districts

Historic District	Downtown	Main Street	Grace Street Mid-Century	Neighborhood Conservation
Florida Wood Frame	●	●		●
Folk Victorian	●	●		●
Craftsman	●	●		●
Queen Anne Revival	●	●		●
Colonial/Georgian Revival	●	●		●
Neo-Classical Revival	●	●		●
Mission	●	●		●
Mid-Century Modern	●		●	●
Masonry Modern		●		
Main Street Vernacular	●	●		●

2. **Exterior Building Materials**: The application of artificial siding, including aluminum and vinyl siding, shall not be permitted on structures listed on the Local Register due to its potential to damage wood frame buildings. However, vinyl siding may be replaced on historic structures which, as of January 1, 2005, already had it. Vinyl siding may also be used in new buildings within the Historic Overlay, provided it is of high quality and is designed to match the plank sizes and patterns found in historic wood siding for the chosen architectural style.

3. **Building Height Main Street Historic District:** Buildings in this district shall not exceed 50' max. (4 stories) and shall not be eligible for any additional height allowance through the Development Mitigation Program outlined in Section 3.2.(j).

(11). **Medical Overlay District**

a. **Intent:** The Medical Overlay District provides additional development intensity for development in and around the hospital. As communities grow and change, hospitals must expand and evolve to meet the needs of the region. This overlay is intended to support the needs of hospitals today and in the future while also encouraging a vibrant medical-focused mixed-use district that brings new jobs, medical and other essential workers as residents to this area.

b. **Applicability:** Properties within the Medical Overlay District are subject to specific standards found in this section.

c. **Specific Standards:** Development within the Medical Overlay District shall comply with all underlying Regulating Districts standards established in Section 3.2(c), except as otherwise noted below:

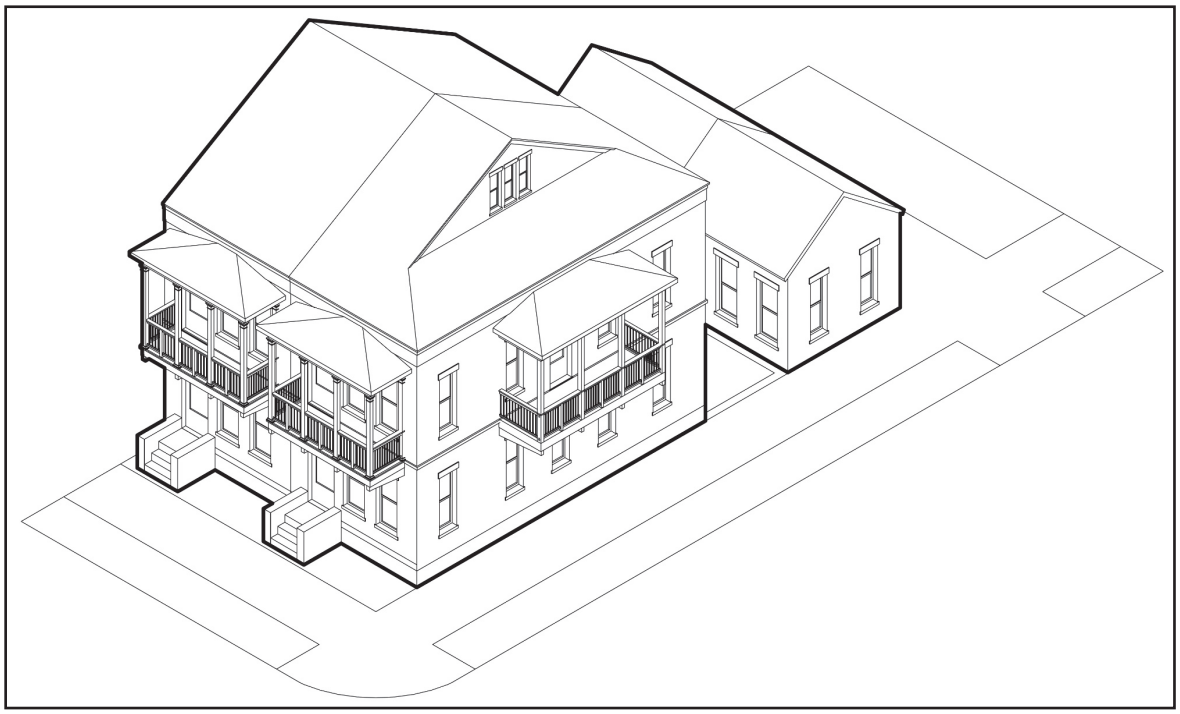
1. **Building Height:** Buildings in this district may exceed those of the underlying regulating district up to a base height of 50 feet (4 stories) and a maximum height with development mitigation requirements of 100 feet (7 stories).

2. **Development Mitigation allowances/requirements**: available in the Medical Overlay District and are shown below in Table 3.2.(11).

5. Building types available for Development Mitigation are limited to Medium Footprint Mixed Use (MFMU) and Liner (as accessory to MFMU) Building Types.

6. A minimum of 25 percent of the development total floor to area ratio (FAR) must be non-residential.

(6). Rowhouse



a. Summary

Description	Key Characteristics
A Rowhouse is an attached house on a shallow lot that shares a party wall with an adjacent unit. Rowhouses may be combined under one roof form or divided by a parapet wall.	Attached Units
	Residential
	1 to 3 stories
	Street-Oriented

Examples and Variations



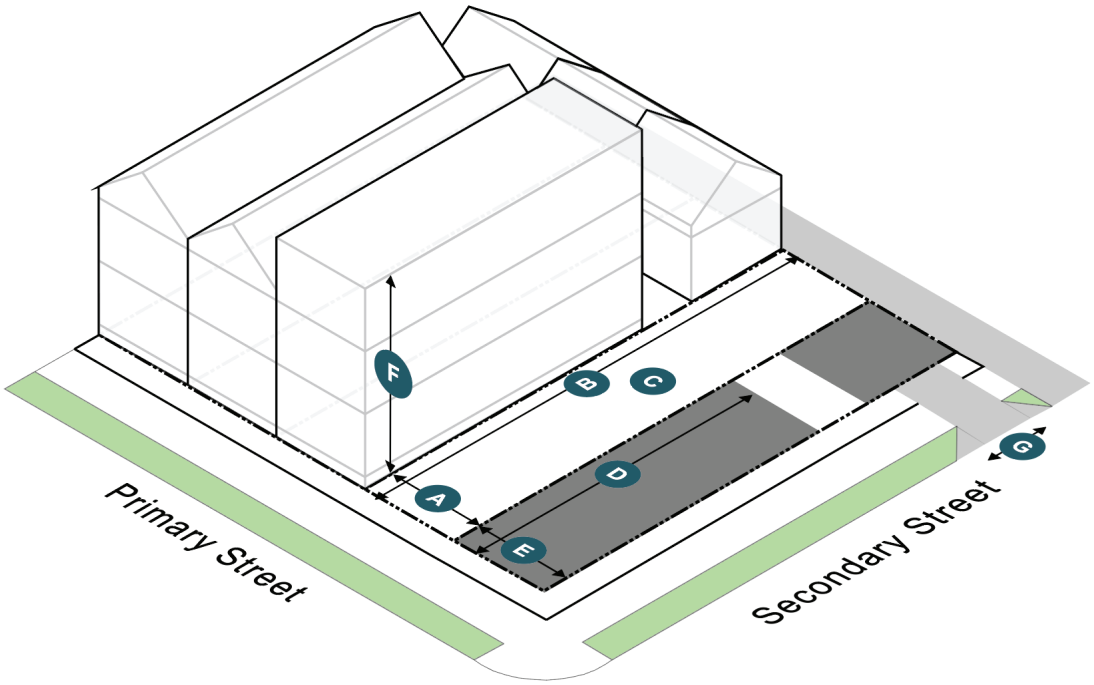
Rainbow Row: Charleston, SC



Cannery Row: Delray Beach, Fl



Almeria Row: Coral Gables, FL



b. Lot and Building Standards

Lot Dimensions		
Width	18' min	A
Depth	86' min	B
Lot Size	1,550 SF min	C
Building Footprint and Placement		
Lot Coverage	90% max	
Frontage Buildout	Must comply with the standards defined in the Regulating Districts, Subsection 3.2(c)	
Setbacks[1]		
Unit Depth	35' min	D
Unit Width[2]	18' min 36' max	E
Intensity		
No. of Units	1 unit	
Density (Individual Lot)	30 du/a max	
Building Height	35' max (3 stories)	F

[1] The first and last rowhouses in a run must comply with internal side yard setbacks

[2] A grouping of attached houses may not exceed 220' in aggregate width.

c. Parking and Access

Location

Parking must be located behind the primary building, accessible by a rear access lane, alley, or an easement that serves as a rear access lane or alley.

Garage Door/Carport Setback	
Attached	Park under units are permitted at the rear of the lot and must be accessed from a rear lane/alley
Detached[1]	Accessed from side street or rear lane/alley

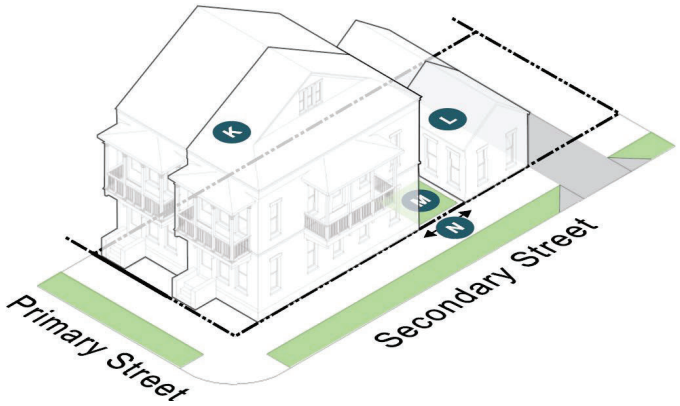
Parking Access		
Number of Driveways/Curb Cuts		
Primary Street	1 per grouping of at least 4 rowhouses, if no alley is present	
Secondary Street	1	
Driveway Width	10' min 18' max	G

Pedestrian Access

Must provide pedestrian access from the primary street sidewalk. For corner lots, secondary access may be provided from the side street sidewalk as well.

[1] Detached garages and carports are subject to all accessory building setbacks defined in the Regulating Districts, Subsection 3.2(c)





d. Building Composition		
Front Façade Fenestration		
Ground Floor	30% min 50% max	H
Upper Stories	20% min 50% max	I
Habitable Half Story/Attic	10% min 30% max	J
Roof Type[1]		
Flat, Gable, Hip, and Mansard Permitted	7.2 (j)	
Permitted Building Elements[1]		
Balconies	7.2 (l)(4)	
Bay Windows	7.2 (l)(5)	
Dormers	7.2 (l)(7)	
Chimneys	7.2 (l)(8)	
Required and Permitted Frontage Types[1]		
At least one of the following is required:		
Portico	7.4 (k)	
Stoop	7.4 (l)	
Porch: Projecting	7.4 (m)	
The following types are also permitted:		
Entry Canopy: Small	7.4 (p)	
Overhead Balcony: Small	7.4 (q)	

[1] Additional standards or limitations may apply for specific Architectural Styles, see Section 7.5

e. Site Configuration		
Number of Buildings		
Primary	1	K
Accessory	1	L
Rowhouses per Run[1]	4 min 10 max Or 220' in length, whichever is less	
Private Open Space[2]		
Area	100 SF per unit min	M
Additional		
Distance Between Runs[1]	10' min	
Distance Between Primary and Secondary Building	10' min	N

[1] A Run is a grouping of attached rowhouses, which can be built individually over time or all at once as a single building with internal divisions

[2] Required street setbacks and driveways shall not be included in the open space calculation

Article 7

Architectural Provisions

The architectural elements of building type, definition, style, and character serve as essential elements of City design. This Article serves as the framework for the architectural and building design requirements in Chapter 26.

Section 7.1. Applicability and Modifications

(a). All new construction within the Traditional Punta Gorda Zoning District shall conform to the architectural provisions of Sections 7.2, 7.3, 7.4 and 7.5 of this Article except as follows:

(1). Buildings in the Flex Commercial Corridor Regulating District are not required to comply with Architectural Style Standards Article 7.5.

(2). Single-family and duplex homes outside the Community Redevelopment Area (CRA) are not required to comply with Article 7.

(b). All new construction within the following Zoning Regulating Districts are subject to the provisions of Sections 7.6 and 7.7:

(1). Neighborhood Center District

(2). Highway Commercial District

(3). Interchange Commercial Overlay District

(c). The Zoning Official or their designee may approve minor variations to this section provided similar materials, configurations, and/or techniques are used that fulfill the intent of this Code. Major variations to building facade requirements due to unique building use requirements may be approved by the City Council, provided the overall pedestrian nature of the street is maintained in accordance with all other standards. All variations shall be noted on the final approved plan.

Section 7.2. Architectural Standards

(a). **Façade Composition.** The façade, or front, of a building, shall be designed with an intentional rhythm of openings and solids that creates a sense of harmony and

helps differentiate buildings that are attached or close to one another (see Figure 1).



Figure 1: Example of Façade Compositions

(b). **Balance.** To achieve a better balance of openings and solids it is important to avoid duality, which means the distribution of similar or identical elements in even numbers along a façade. The 2-bay example in Figure 2 demonstrates how duality creates a façade without any obvious focal point. In general, an odd number of bays and a central bay that is wider than those on either side help to prevent duality and achieve a more balanced façade composition (see Figure 3).

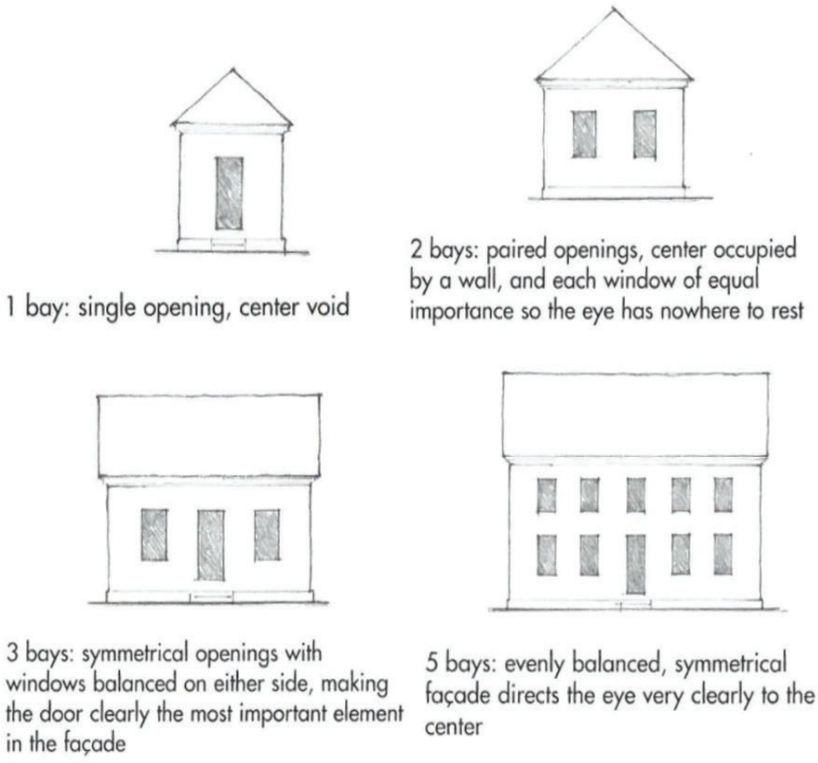


Figure 2: Understanding Bays.
Source: Marianne Cusato, *Get Your House Right*
(Canada: Sterling, 2007), 24, fig. 2.8 'Unity and Duality'.

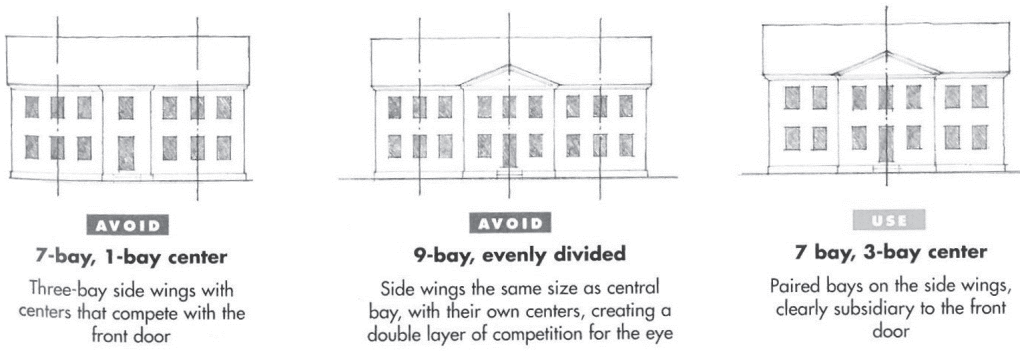


Figure 3: Do's and Don'ts of Façade Composition.
Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 25, fig. 2.10 'Applying Unity and Duality'.

(c). **Building Articulation.** Building articulations that respond to the site's unique urban condition, such as but not limited to locations on corners, near public open spaces, terminating the visual axis of a street, and/or that emphasize main building entries, shall be clearly expressed in the design (Figure 4).

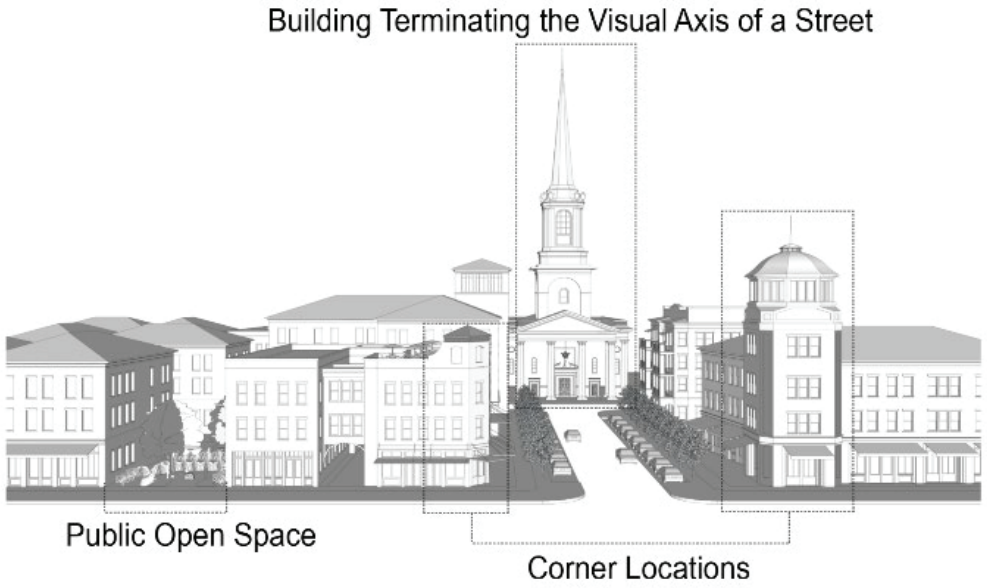


Figure 4: Example of Building Articulation

(1). Building articulations shall be reinforced by changes in roof design, fenestration patterns, or architectural elements.

(2). In the Main Street Overlay, building facades longer than 50' shall be varied with at least one change of architectural expression. This may be a vertical element running from the ground plane to the roof, or a break in the building façade plane or roof line. Strive for an appearance of authenticity when subdividing a large façade into multiple smaller facades resembling distinct buildings (Figure 5).



Figure 5: Breaks in the Building Façade

(3). For any buildings outside of the Main Street Overlay with a principal building use that has not been designated as Industrial per Table 4 of Subsection 3.2(e), each façade longer than 100 feet in length abutting a public street or open space shall incorporate at least one of the following for each 100 feet of linear building frontage or part thereof

a. A change of building material and texture (not just color) at least ten (1) feet in width

b. A recess into the wall plane at least six (6) inches in depth and one (1) foot in width

c. A projection at least six (6) inches from the wall plane and extending at least one (1) foot in width (Figure 6)

d. A window extending at least ten (1) linear feet, inset into the building wall plane at least four (4) inches

e. A pedestrian entrance to the building, together with surrounding architectural recesses, projections, or foundation plantings to emphasize the visibility of the entrance, which together extend at least ten (10) linear feet (Figure 6).



Figure 6: Façade Variation

(d). **Centerlines.** The vertical centerlines of structural columns and walls, as well as windows (fenestration) shall be used to better the building facade (Figure 7).

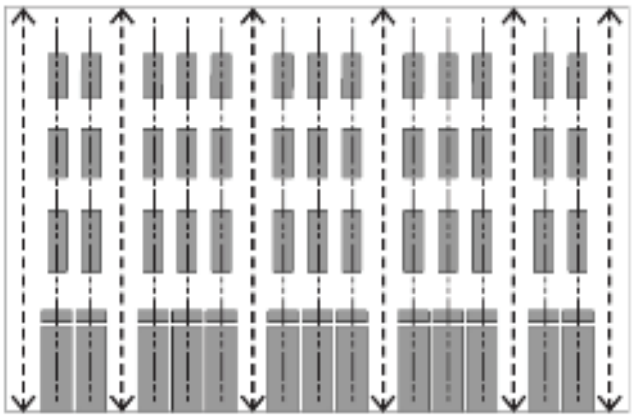


Figure 7: Structural and Window Centerlines

(1). Facades shall feature alternating structural centerlines and fenestration centerlines.

(2). These centerlines shall extend from the top of a mass to the bottom of a mass.

(3). Multiple windows and/or doors may be grouped symmetrically around a single fenestration centerline.

(4). The spacing of centerlines may be identical across a façade, or may vary.

(5). Dormers do not have to be aligned with structural centerlines.

(e). **Cornices.** A projecting cornice may be used to visually establish a top for a building facade (Figure 8).



Figure 9: Cornice with a Pitched Roof

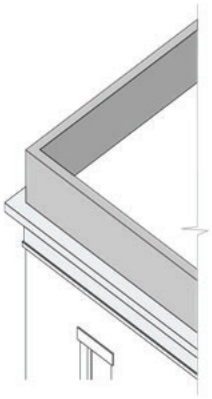


Figure 10: Wall extending above cornice

(1). The top of each primary and secondary mass shall ~~should~~ be emphasized with a projecting cornice. This cornice shall ~~should~~ feature a deeper projection and therefore a stronger shadow line than any other expression line on a façade.

(2). Cornice may be used to visually support a pitched roof (Figure 9).

(3). Wall plane may extend above a cornice to form a parapet (Figure 10).

(f). **Expression Lines.** In addition to cornices, horizontal architectural elements shall create expression lines that visually divide a façade into layers (Figure 11).



Figure 11: Facades divided by horizontal expression lines

(1). Expression lines are formed by horizontal molding which project minor shadow lines.

(2). Facades may feature a change of colors, materials, or textures at an expression line.

(3). Building mass of four or more stories shall feature subdivisions by expression lines into two or three horizontal layers.

(4). Expression line shall always be used at the top of shopfronts. This expression line may incorporate a band for signage.

(g). **Material Changes**. In addition to projecting elements like cornices and moldings, material changes can add visual interest when composing a building façade.

(1). When materials are combined on a façade horizontally, heavier materials most naturally occur below lighter materials (Figure 12).

(2). For buildings three (3) stories of greater, the ground floor shall be differentiated from those floors above in order to reinforce the pedestrian space (Figure 12).

(3). Changes from one material or color to another along the horizontal direction shall ~~should~~ occur at "inside corner" transitions (Figure 12).

(4). Changes in material or color along the vertical direction shall occur at hard-edge "bump-out" transitions, which gives materials a surface to terminate into (Figure 12).

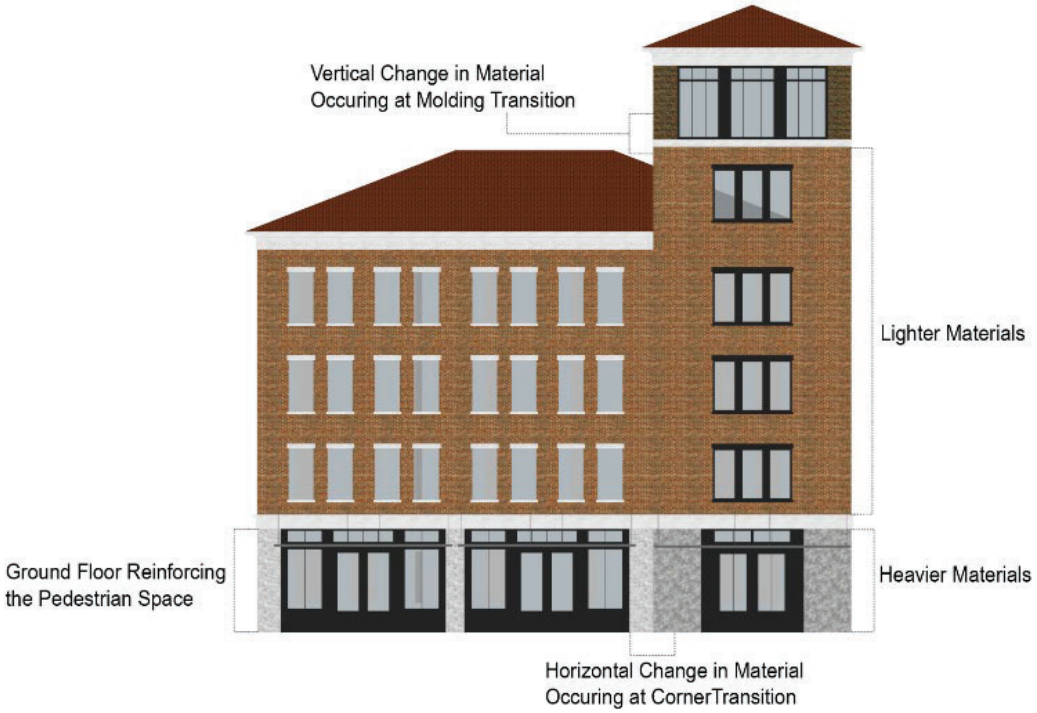


Figure 12: Material changes

(5). Facades with more than 3 primary finishes listed in Section 7.2(a)(7) Building Materials may not be permitted depending on the requirements of Section 7.5 Architectural Style for the specific architectural style used.

(h). **Windows and Transparency.**

(1). Windows shall not be flush with the plane of the wall, but shall be recessed consistent with the requirements of Section 7.5 Architectural Style for the specific architectural style chosen (Figure 13).

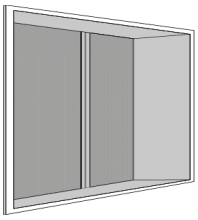


Figure 13: Recessed Window

(2). All windows shall be vertically proportioned. Window openings may be horizontally proportioned, but only if composed of vertically proportioned windows. Horizontally proportioned clerestory and transom windows as well as circular, square, octagonal, and oval windows, may be permitted as long as they are consistent with the requirements of Section 7.5 Architectural Style for the specific architectural style chosen

(3). Windows shall be located no closer to the corner of a building than a dimension equal to the width of the window. Exceptions ~~are~~ may be permitted for storefront windows and corner windows, as long as they are consistent with the requirements of Section 7.5 Architectural Style for the specific architectural style chosen

(4). On upper floors, a minimum of 25% of glazed window area per floor must be operable and openable, in order to allow for natural ventilation. Buildings with more than one façade with windows shall distribute the operable windows amongst the facades so that cross-ventilation is possible. Ground-floor storefront windows may be fixed.

(5). Operable windows may be casement, single-hung, double-hung, sliding or transom Figure 14 [following page].

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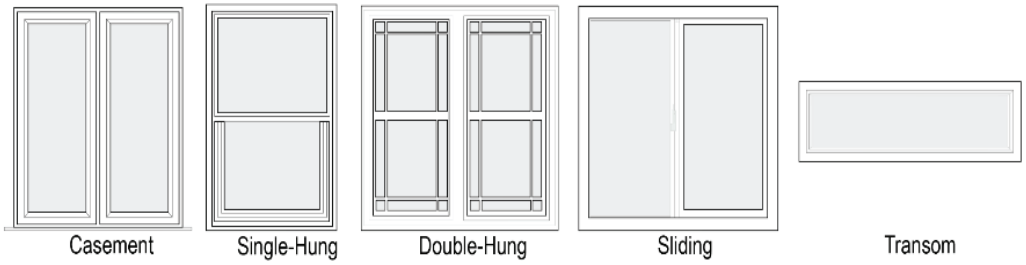


Figure 14: Operable Window Types

(6). Shutters shall be sized and placed so as to equal the width that would be necessary to cover the window opening. Operable shutters are preferred (Figure 15).

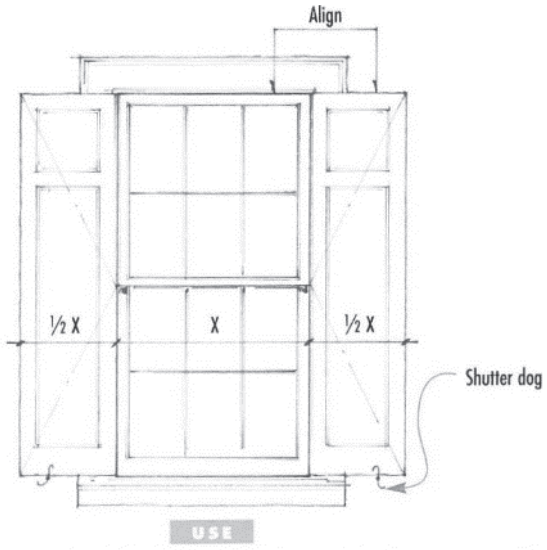


Figure 15: Shutter Sizing.

Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 110, fig. 5.36, 'Shutters to use'

(7). All new windows shall have mullion profiles consistent with the style of the structure. If single hung or double hung windows are placed in grouping, a four to six inch trim piece shall separate the windows.

(8). Muntins, if provided, shall be true divided lites, unless they are for impact/hurricane resistant windows and doors.

(9). Unless as specified otherwise in Section 3.2 (d) Building Type Standards or as exempted by the provisions of Section 7.2 (n) Public Art and Murals, all building facades which face onto a street or public open space, shall meet the following minimum transparency requirements:

a. Buildings with Shopfronts (Figure 16)

1. Minimum building façade transparency for ground story: 70% and shall allow a view of at least 5' of interior space

2. Minimum building façade transparency for upper stories: 40%

b. Building without Shopfronts (Figure 17)

1. Minimum building façade transparency for ground story: 30%

2. Minimum building façade transparency for upper stories: 20%

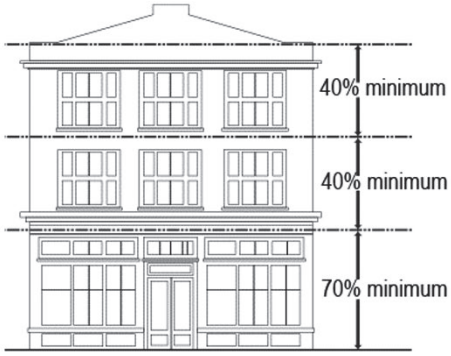


Figure 16: Buildings with shopfront

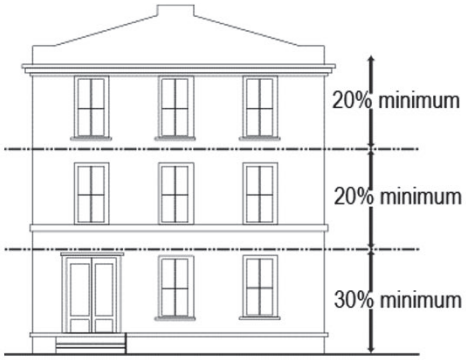


Figure 17: Buildings without shopfront

(10). Property owners and developers may request an exemption to the façade transparency requirements for the provision of public art and murals, according to the requirements and process outlined in Subsection 7.2(a)(9).

(11). Windows and doors that face onto streets or public open spaces shall be glazed in clear glass with no more than ten (10) percent daylight reduction.

(12). Tinted glass is prohibited on the ground floor street facades of shopfront buildings. Use of mirrored glass, reflective glass or reflective film is prohibited on any building façade.

(13). Tinting shall not be the primary strategy to reduce solar transmittance,

(14). Reducing solar transmittance shall be primarily accomplished through the articulation of building facades with awnings, wall thickness, shutters, eyebrows, or other architectural features.

(15). Glass areas on storefronts and lobby entrances shall not be blocked with opaque materials or the back of shelving units, signs, or any other large object. Objects within a storefront display shall be there intentionally for the public to view.

(16). Stained glass and art glass installations may be used, as long as they are consistent with the requirements of Section 7.5 Architectural Style.

(i). **Entrances and Access**.

(1). All new buildings shall have the main entrance oriented to and in full view from a street or public open space. Main entrances shall have design details

that enhance the appearance and prominence of the entrance so that it is recognizable from the street and parking areas. Building on corner lots shall use design elements that emphasize the importance of both streets (Figure 18).

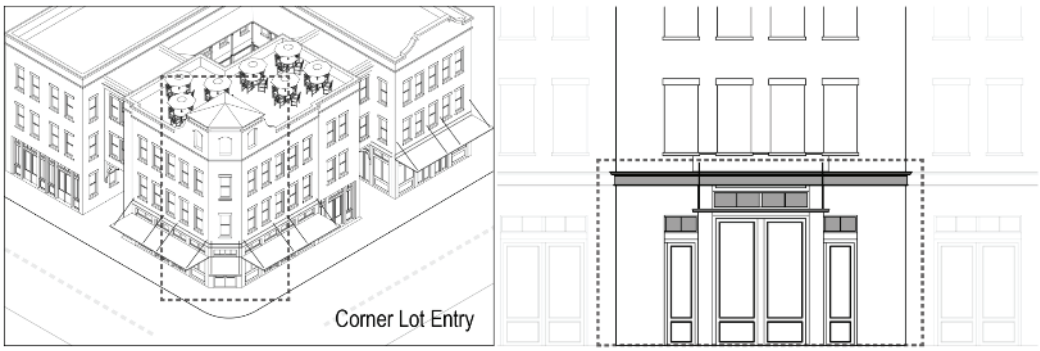


Figure 18: Primary Entry Examples

(2). For buildings longer than 100', there shall be a minimum of one (1) usable entrance every full 50' of frontage along the primary street and sidewalk.

(3). The use of fire escaped or exit-only doors as primary entrances is explicitly prohibited.

(4). Public entry and exit doors which swing outward shall be recessed into the façade a minimum of 3' where the sidewalk abuts the building.

(j). **Roofs.**

(1). Roof types and materials must blend in with the architectural style of the building.

(2). Where pitched roofs exist, primary roofs shall have a slope between 4:12 and 12:12.

(3). Permitted roof forms include gabled, hipped, shed, barrel vaulted, flat, mono-pitch, and domes, though the selected roof form must be consistent with the architectural style of the building. Applied and partial (less than 3 sides) Gambrel roofs may be permitted as long as they are consistent with the requirements of Section 7.5 Architectural Style for the specific architectural style chosen [Figure 19 Roof Forms on following page]

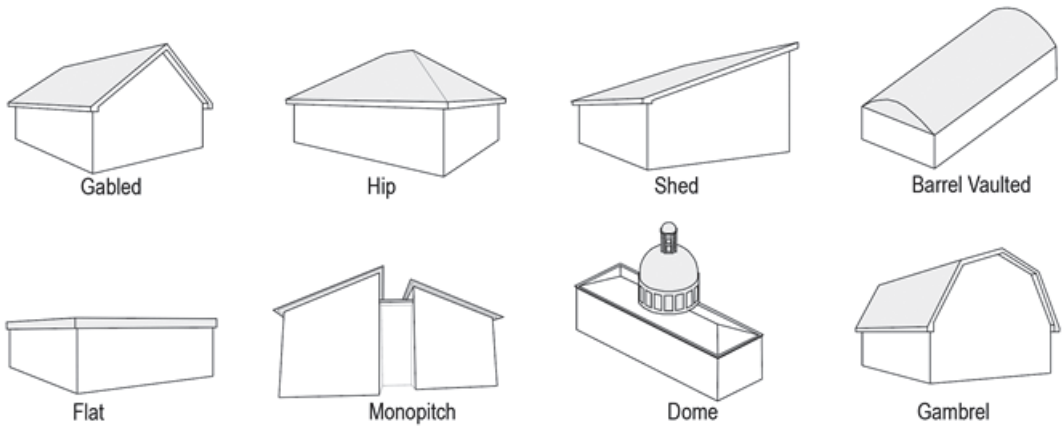


Figure 19: Roof Forms

(4). Flat roofs shall be screened from adjacent properties and streets with decorative parapets. The maximum height of the parapet wall shall be six (6) feet (Figure 20).

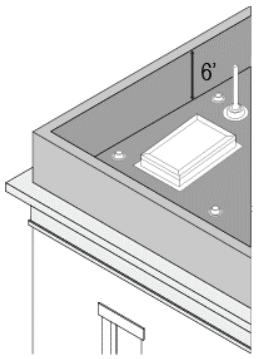


Figure 20: Parapet

(5). Downspouts and gutters shall be galvanized steel, aluminum, or copper and shall match in materials and finishes.

(6). Roof penetrations shall be hidden, screened, or painted to match the color of the roof.

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(k). **Garages and Accessory Structures.**

(1). Attached garages and accessory structures including detached garages shall be subordinate in overall footprint to the primary structure and shall be compatible with the primary structure in terms of roof form, materials, and color (Figure 21).

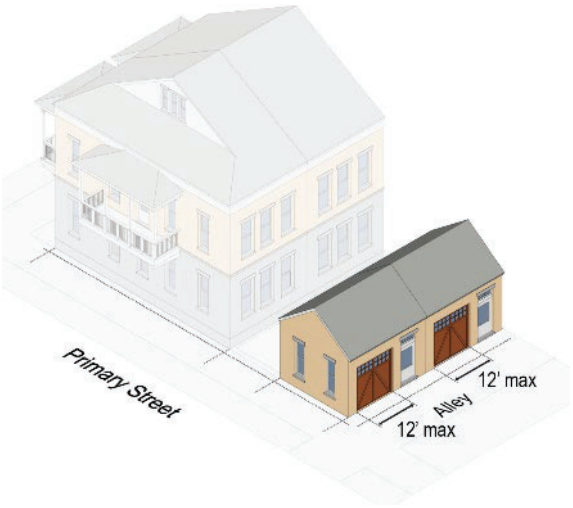


Figure 21: Garage and Accessory Structures

(2). Garage doors visible from the street or adjacent properties must be visually consistent with the architectural style of the structure and new garage doors shall not exceed a maximum width of 12' for a single door (Figure 21).

(3). Garages with more than two bays shall be turned such that the bays are not visible from the street.

(4). The width of an attached garage shall not exceed 40% of the street façade, unless such garages are consistent with the provisions of Section 7.3 (b) Residential – Elevated Structure Finished Floor Elevation (FFE) > 7'.

(l). **Architectural Elements.** All architectural elements and detailing, including but not limited to cornices, moldings, columns, pilasters, balconies, chimneys, railings, exterior lighting, arches, and awnings, shall be consistent with the requirements of Section 7.5 Architectural Style for the specific architectural style chosen (Figure 22).

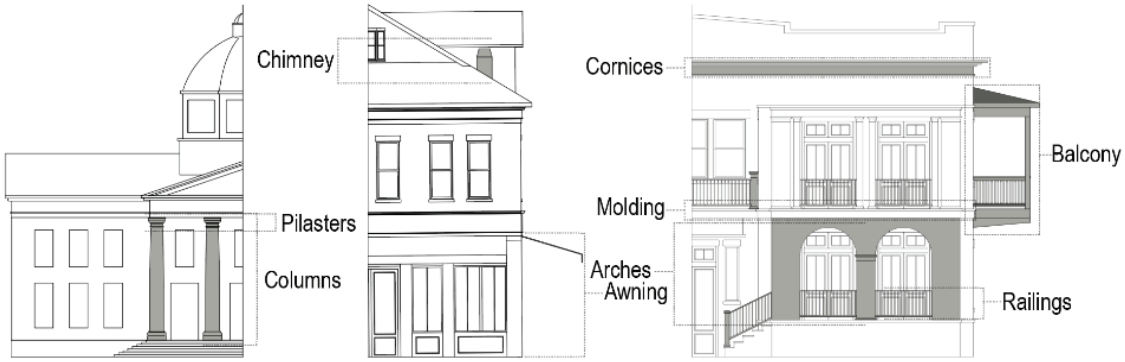


Figure 22: Architectural Elements

(1). Moldings shall:

a. Extend a minimum of two inches from the surface plane of the building.
b. Not be covered by awnings or signs if said moldings are used as a continuous façade element.
c. Not be interrupted by significant architectural elements such as columns, pilasters, and towers.

(2). Cornices shall project a minimum of six (6) inches from the building face.

(3). Columns, pillars, and posts shall:

a. Be spaced at regular intervals not exceeding 24 feet from centerline to centerline, creating openings with a height to width or width to height ratio of 1:1, 2:1, or 2:3.
b. Always support a structural spanning element, such as a beam, arch, or entablature and shall always be positioned so that the outside edge of the spanning element above aligns with the neck of the column (Figure 24).

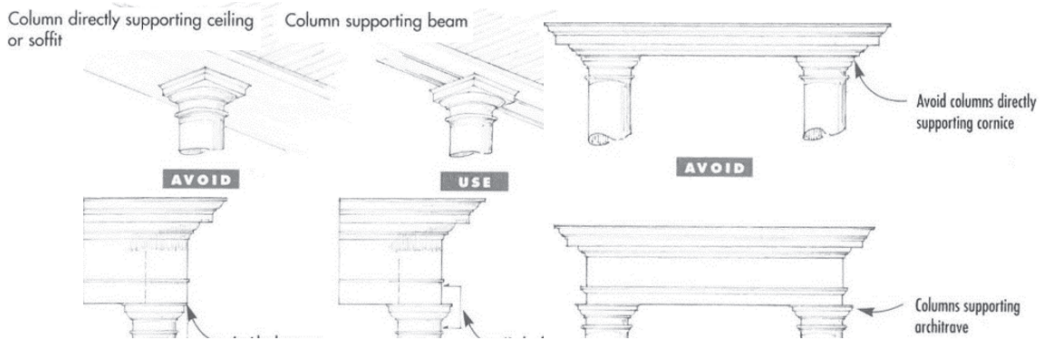


Figure 24: Column Alignment.
Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 52, fig. 3.23.

c. Be either round or square in section with a minimum width and depth of 12 inches for masonry columns or pillars.
d. Be a minimum six (6) inches in width and depth for wood posts.

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e. Be positioned on two consecutive stories such that the column centerlines align vertically and scaled such that the base diameter of the second-floor column is more or less equal to the neck of the first-floor column (Figure 25).

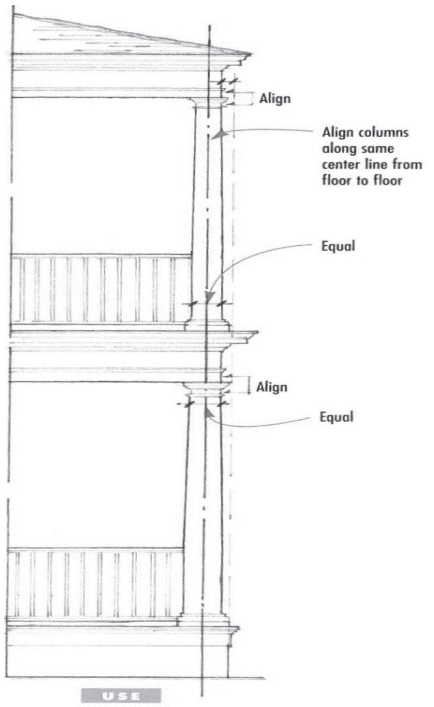


Figure 25: Columns on Two Stories. Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 177, fig. 8.9.

f. Pilasters and engaged columns shall also be positioned so that the outside edge of the arch or entablature above aligns with the neck of the column and so that they project out farther from the building wall than the arch or entablature above. Though pilasters and engaged columns are decorative, they shall appear to bear the weight of a structural spanning element.

g. Arches over columns that are part of an arcade shall have no less than eight (8) inches in depth.

(4). Balconies shall:

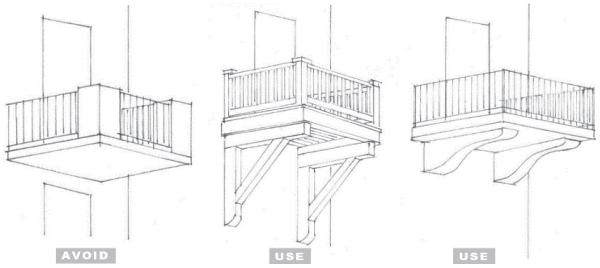


Figure 26: Visible support for balconies that extend more than two feet from building

a. Fit with the requirements of Section 7.5 Architectural Style for the specific architectural style chosen.

b. Project at least two (2) feet to create a standing or "Juliet" balcony, and no more than six (6) feet from the building wall.
c. Be deeper than six (6) feet only if it is partially or wholly inset within the main body of the building.
d. Be visually supported from below, if projecting more than two (2) feet, by brackets or another structurally implicit mechanism, which must extend a minimum of 85% of the depth of the balcony, or else be supported by adjacent side walls [Figure 26 – previous page]. Exceptions may apply: based on the requirements of Section 7.5 Architectural Style for the specific architectural style chosen.
e. Have a minimum underside clearance of nine (9) feet.

(5). Railings shall:

a. Be constructed of wood or metal, though exceptions for glass railings may be granted by the administrator.
b. Be permitted within the rough opening (jamb to jamb) of a window or door balcony, rather than affixed to the façade.
c. Be comprised of a top and bottom rail, between which balusters and rungs are affixed. Balusters shall never be affixed directly to the floor.

(6). Bay windows, including bow and box (Figure 27) windows, shall:

a. Provide habitable interior space and include at least three (3) windows.
b. Not project more than three (3) feet from the building façade, nor exceed 16 feet in width.
c. Fit in with the overall character and architectural style of the building.

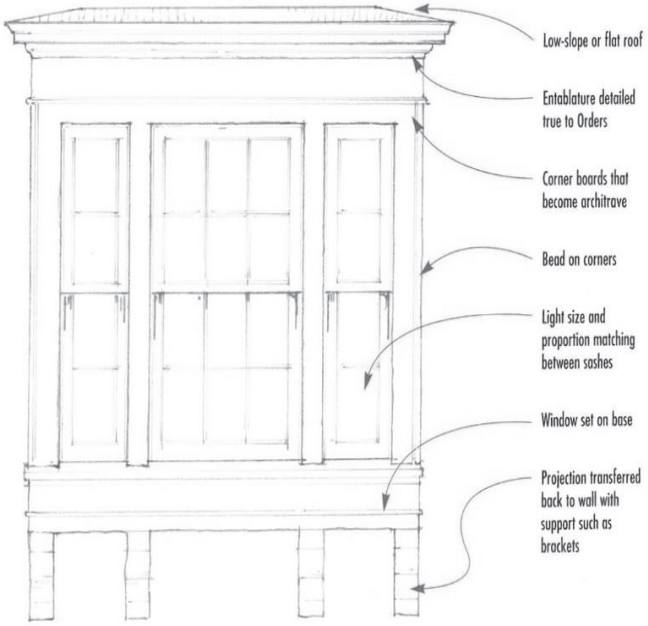


Figure 27: Bay / Box Window Design Elements
Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 123, fig. 5.57.

(7). Dormers shall:

a. Provide light to the habitable space under a pitched roof ~~of a half story~~.
b. Be sized in relation to the windows below, not to exceed a maximum width of the window plus 16 inches (Figure 29).
c. Be limited in number so as not to look like an additional full story, with a cumulative width of multiple single and/or attached dormers that is less than 50% of the eave length of the roof below (Figure 29).



Figure 29: Dormers
Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 115, fig. 5.45.

d. Be spaced a minimum of 50% of the width of a single dormer.
e. Be at least one (1) foot from the side wall of the building (the wall parallel to the dormer window) if the roof does not have an eave. For roofs with an eave, the dormers do not have to setback at all from the side wall.
f. Be set back at least one (1) feet from the walls perpendicular to the dormer window (Figure 30).

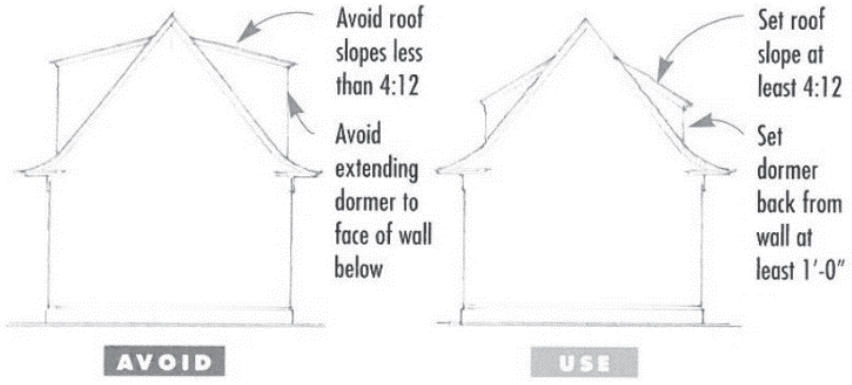


Figure 30: Dormer Standards
Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 120, fig. 5.52.

g. Not project beyond the exterior wall of the building below (Figure 30).

h. Have a minimum roof slope of 4:12 (Figure 30).
i. Shed dormers shall comply with the same standards as dormers, except that they shall not exceed the window plus 36 inches in width.

(8). Chimneys shall:

a. Have a minimum width of 5' at the ground floor level.
b. Have a dimension of 1.5' in either direction above the roof line with a tapered transition.
c. Have brick, stone, or stucco finishes on any exterior surfaces.

(m). **Building Materials.**

(1). Building walls shall be finished in one (1) or more, but not more than three (3) of the following materials:

a. Wood
b. Fiber cement board siding
c. Concrete masonry units with stucco
d. Cast and/or reinforced concrete with stucco
e. Brick
f. Stone
g. Corrugated metal, pending approval by the Zoning Official based on the surrounding context
h. Other materials as approved by the Zoning Official, based on visual compatibility with listed approved materials

(2). Visible foundation walls, piers, and/or pilings shall be finished in either brick, stucco, or stone.

(3). Columns may be built out of the following materials, though depending on the structural demand placed on the column these may be further restricted per requirement in the Florida Building Code:

a. Wood
b. Wood or fiber cement clad
c. Steel
d. Concrete with smooth stucco finish
e. Brick
f. Cast stone with smooth finish
g. Other materials as approved by the Zoning Official, based on visual compatibility with the character and architectural style of the building

(4). Railing and balustrades may be constructed of the following materials:

a. Painted wood
b. Wrought iron
c. Aluminum

d. Other materials as approved by the Zoning Official, based on visual compatibility with listed approved materials

(5). Roofs with visible pitches shall be constructed of the following materials:

a. 25-year architectural dimension or asphalt shingles
b. Tile (clay, cement, natural or manufactured stone)
c. Non-reflective pre-finished metal, including standing seam-metal, 5V metal crimp, and corrugated metal
d. Slate
e. Other materials as approved by the Zoning Official, based on visual compatibility with the character and architectural style of the building

(6). Doors shall be made of wood, metal, glass, or fiberglass and shall be of a design and material compatible with the architectural style of the building.

(7). Lighting, Fencing and Screening.

a. Standards and regulations for exterior lighting can be found in Section 8.4.
b. Standards and regulations for the use and appearance of walls and fences can be found in Section 8.5.
c. All rooftop equipment must be completely screened from view at the street from a minimum distance of 600 feet. Equipment may be screened by a parapet wall or a decorative screen that shall complement the overall architecture of the building. Additional regulations regarding the placement and screening of mechanical equipment, utilities, and other appurtenances can be found in Sections 7.6 Allowances from Regulatory Building Height and 12.4.

(n). **Public Art and Murals**. Public art that is incorporated into building designs, whether as wall murals, fountains, or statuary, shall ~~should~~ exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit.

(1). Murals, which are paintings, mosaics, frescoes, or other permanent artwork attached or applied directly to the outside of a structure, shall comply with the following:

a. No more than five (5) percent of the mural can display the name or logo of the sponsoring organization/business.
b. Professional mural paint/materials required.
c. Mural must be sealed to prevent fading of the original paint.
d. Maintenance must be completed as needed, or at a minimum every five (5) years, at the expense of the property owner.
e. Limited to one mural per structure.

(2). To promote the inclusion of public art in building design, wall art features such as murals and fountains may exempt property owners and developers

from the window and transparency requirements in Section 7.2(h) (9) Windows and Transparency, subject to review and approval by the Urban Design Manager or Designee.

(3). Public art permit application. Applicants looking to incorporate public art into their property or building shall be required to apply for a public art permit. This application shall include:

a. Letter of authorization from the property, building and/or unit owner.
b. Visual mock-up of the art piece with descriptions of the proposed materials, colors, and overall dimensions.
c. For murals and wall art, an architectural elevation drawing of the building façade drawn to scale showing the proposed location and size of the piece.
d. For murals and wall art, a description of requested window and transparency standards exemption, if applicable.
e. Method of lighting, if applicable.
f. Landscaping plan, if applicable.

(4). Public art permit review and approval. The Zoning Official or designee shall review the complete application for a public art permit within ten (10) business days of receipt for completeness and compliance with the provisions in this section. Applicants that do not meet all the necessary requirements shall be denied and notified in writing about the deficiencies in their application.

(5). Appeals. An applicant may appeal City staff's denial of a public art permit request per Chapter 26, Section 16.2, Appeal of Administrative Decision.

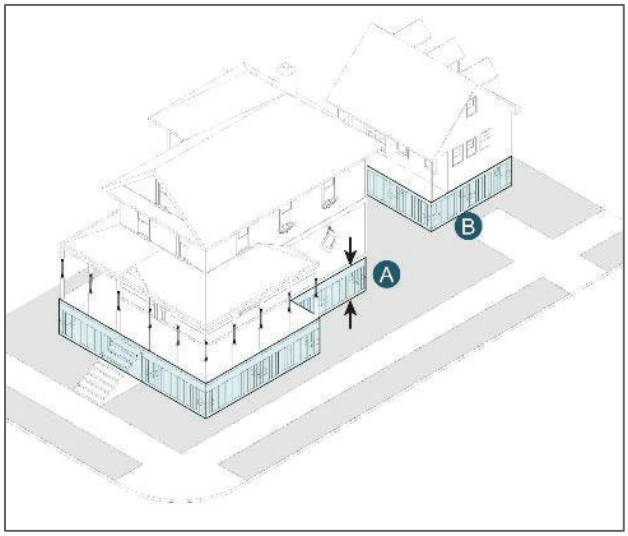
(6). Expiration of approval. A public art permit application must be submitted, approved, and the art piece installed within six (6) months of the application approval. If the art piece is not installed within six (6) months of the approved permit, the public art permit approval will expire.

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Section 7.3. Elevated Building Standards within Flood Zones

This section sets forth standards applicable to development within flood zones which must elevate the first finished floor beyond the requirements set forth in the Regulating District Standards, Section 3.2(d), in order to comply with the FEMA's Base Flood Elevations. The following standards relate to specific types of elevated buildings for residential and commercial/mixed-use development. Unless otherwise permitted or prohibited by conformance with this section all the standards of Section 7.4 Frontage Standards shall apply.

(a). **Residential - Elevated Structure Finished Floor Elevation (FFE) ≤ 7'**



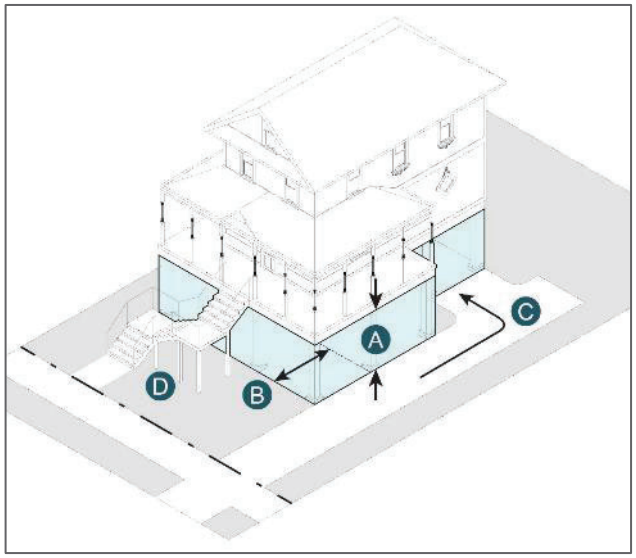
Standards	
(1). Dimensions	
First Finished Floor Elevation	Per Base Flood Elevation Requirements
(2). Additional Standards	
Structures elevated on piers less than or equal to 7' from grade shall completely screen crawlspaces with wood, masonry, or vinyl lattice. A	
All front-facing stairs shall align with entry doorways at the top and include a maximum of 2 landings and quarter turns. Only straight, split, and L-shaped staircases are permitted.	
All raised exterior mechanical equipment shall be located to the rear of the structure or be completely screened from public view	
Habitable accessory units shall also be raised per Base Flood Elevation requirements B	

(3). Examples





(b). **Residential - Elevated Structure Finished Floor Elevation (FFE) > 7'**



Standards	
(1). Dimensions	
First Finished Floor Elevation	Per Base Flood Elevation Requirements (A)
(2). Additional Standards	
Front-facing garage doors shall be inset a min. of 10' from building façade (excluding porch).	(B)
Side-facing garages and parking shall be inset at least 8 feet from building façade (excluding porch).	(C)
All front-facing stairs shall align with entry doorways at the top and include a max of 2 landings and quarter turns. Only straight, split, and L-shaped staircases are permitted.	(D)
All raised exterior mechanical equipment shall be located to the rear of the structure or be completely screened from public view.	

(3). Examples

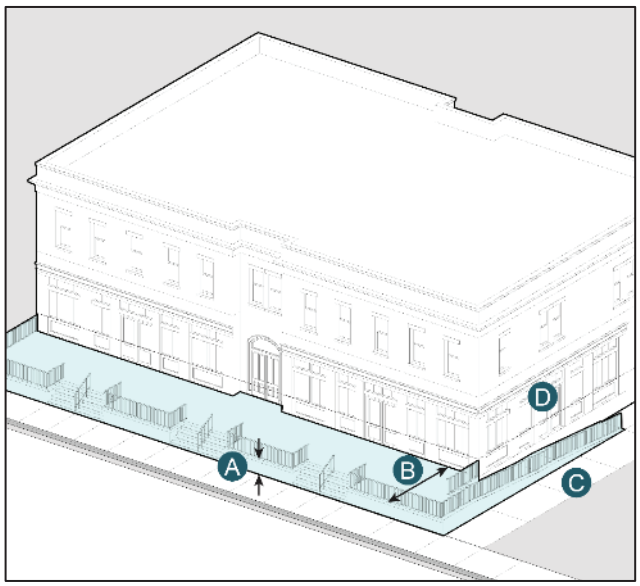








(c). Mixed-Use and Multifamily Residential – Elevated with Single Terrace



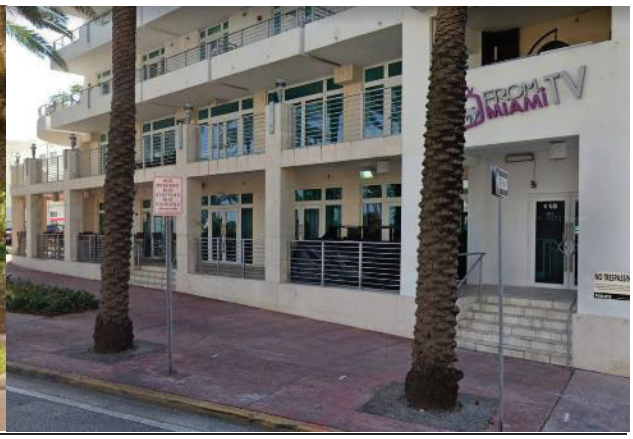
Standards		
(1). Dimensions		
Terrace Elevation	Max. 48" total height	A
First Finished Floor Height	Max. 12" above highest terrace level	
Terrace Setback	Per Regulating District, Subsection 3.2(c)	B
(2). Additional Standards		
All ramps and/or accessibility lifts shall be located on the sides or rear of the structure.		C
Front-facing stairs must align with entry doorways and comply with all requirements set in the Florida Building Code.		
Dry flood proofing may be used in combination with terraced height elevations to meet Base Flood Elevations.		D

(3). Examples

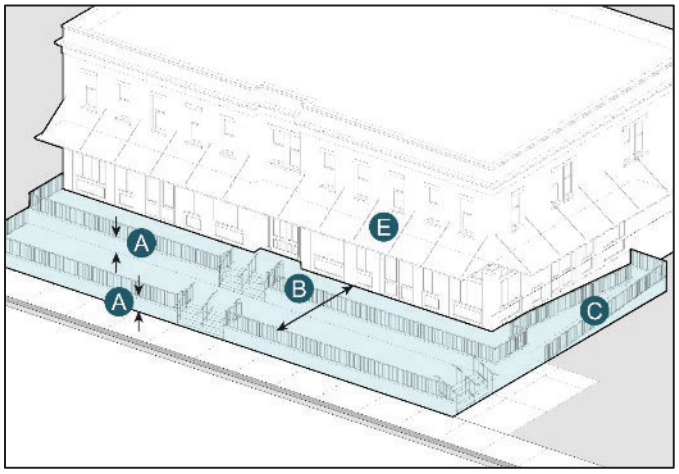


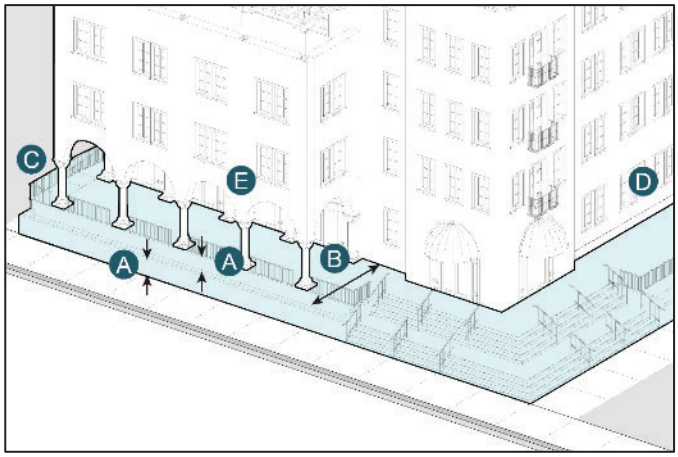






(d). Mixed-Use and Multifamily Residential – Elevated with Double Terrace





Standards	
(1). Dimensions	
Terrace Elevation	Max. 42" per terrace level with a max. of 2 terraces total (A)
First Finished Floor Height	Max. 12" above highest Terrace level
Multi-Level Terrace Setback Exception	Front setback shall be extended to 12' max. and 1 additional terrace level is permitted. (B)
(2). Additional	
All ramps and/or accessibility lifts shall be located on the sides or rear of the structure. (C)	
Dry flood proofing may be used in combination with Terraces to meet Base Flood Elevation requirements (D)	
Multi-Level Terraced Structures shall provide shaded cover for the uppermost terrace level. Awnings, Arcades, or Overhead Balconies are permitted. (E)	
Front-facing stairs must align with entry doorways and comply with all requirements set in the Florida Building Code	
Café seating is permitted and strongly encouraged for terraced structures with ground floor uses.	
Elevated planters are acceptable for first-level terraces only	

(3). Examples





Section 7.4. Frontage Standards

This section sets forth the standards applicable to the development of private frontages. Private frontages are the components of a building that provide an important transitions between the public realm (street and sidewalk) and the private realm (yard or building). For each frontage type, a description, dimensional standards, and additional standards are provided.

(a). **Applicability.** These standards work in combination with those set forth in Section 3.2(c): Regulating Districts, and Section 3.2(d): Building Types. Unless otherwise specified in the following subsections beginning in 3.2(f)(2)-b, all frontage elements must be contained within the encroachment areas described in Section 3.2(c).

Table 5 on the following page describes the permitted and required frontages for each Building Type and for the Flex Commercial Corridor regulating district:

R Required: At least one of these is required along the primary frontage. The Architectural Style standards in Section 3.2(g) may have additional specifications regarding which of these types is permitted for each style.

CR Conditionally Required: At least one of these may be required in combination with the Storefront, Lobby, or Terrace to provide shade.

O Optional: These frontages are permitted, but not required.

– Prohibited: These frontages are not permitted.

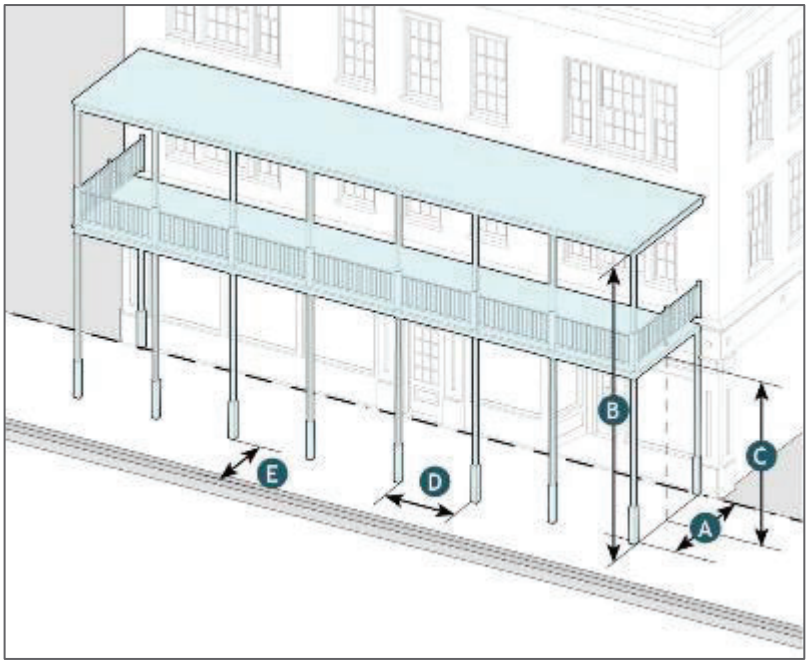
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Table 5 – Permitted and Required Frontage Elements

	Gallery	Arcade	Storefront	Lobby Entrance	Awning	Entry Canopy: Large	Overhead Balcony: Large	Forecourt	Terrace	Portico	Stoop	Porch: Projecting	Porch: Engaged	Porch: Integral	Overhead Balcony: Small	Entry Canopy: Small
Accessory Cottage	-	-	-	-	-	-	-	-	-	O	O	O	O	O	O	O
House	-	-	-	-	-	-	-	-	-	R	R	R	R	R	O	O
Cottage Court	-	-	-	-	-	-	-	-	-	R	R	R	R	R	O	O
Rowhouse	-	-	-	-	-	-	-	-	-	R	R	R	-	-	O	O
Duplex	-	-	-	-	-	-	-	-	-	R	R	R	R	R	O	O
Triplex/Fourplex	-	-	-	-	-	-	-	-	-	R	R	R	R	R	O	O
Multiplex	-	-	-	-	-	-	-	-	-	R	R	R	R	R	O	O
Courtyard Apartment	-	-	-	R	CR	CR	CR	R	-	R	R	-	-	R	O	O
Live/Work	CR	CR	R	-	CR	CR	CR	-	O	-	-	R	R	R	O	O
Small Footprint Mixed-Use	CR	CR	R	R	CR	CR	CR	-	O	O	O	-	-	-	O	O
Medium Footprint Mixed-Use	-	CR	R	R	CR	CR	CR	O	O	O	O	-	-	-	O	O
Neighborhood Shopfront	-	-	R	-	CR	CR	CR	-	O	-	-	R	R	R	O	O
Main Street Shopfront	CR	CR	R	-	CR	CR	CR	O	O	-	-	-	-	-	-	-
Liner	CR	CR	R	O	CR	CR	CR	-	O	R	R	-	-	-	O	O
Loft	-	-	R	R	CR	CR	-	-	O	-	O	-	-	-	-	O
Warehouse	-	-	R	R	CR	CR	-	-	O	-	-	O	-	-	-	-
Civic/Institutional	-	CR	O	R	CR	CR	-	O	O	-	-	-	-	-	-	-
Flex Commercial Corridor	CR	CR	R	R	CR	CR	CR	O	O	-	-	O	O	O	-	-

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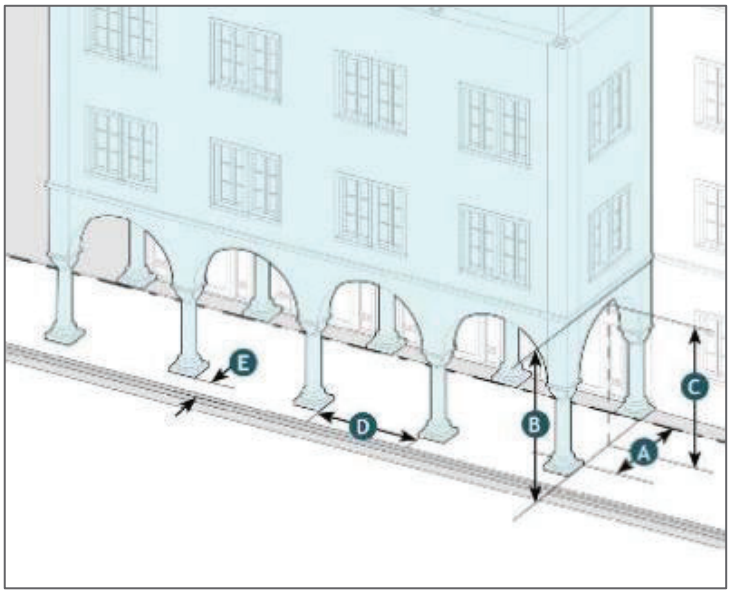
(b). **Gallery.** A Gallery is a one to two-story colonnaded structure attached to the front of a building that projects out over the sidewalk providing shade and protection from the elements. It is typically used for ground floor commercial frontages on buildings set close to or at the right-of-way line.



Standards		
Dimensions		
Depth	10’ min	A
Height	1 - 2 stories	B
Vertical Clearance	11’ min	C
Column Spacing	10’ min	D
Clearance to Street Curb	2’ min	E
Additional		
Must extend the full length of the building façade and must have a consistent depth		
May only be combined with Storefront Frontage Type		
May encroach beyond the right-of-way line up to 10’ in the Downtown, Village Center, and Neighborhood Transition districts to cover part/all of the sidewalk. FDOT approval may be required.		

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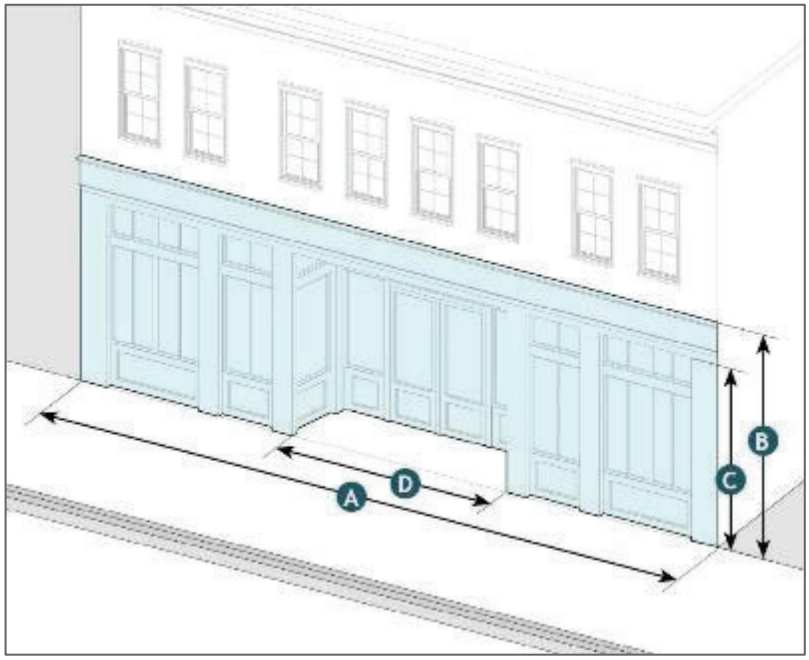
(c). **Arcade.** An Arcade is a colonnaded pedestrian walkway covered by the upper floors of a building. The ground floor façade is set back while the upper floors project out over the walkway. It is typically used for ground floor commercial or institutional frontages on buildings set close to or at the right-of-way line.



Standards		
Dimensions		
Depth	10’ min.	A
Height	1 story	B
Vertical Clearance	11’ min.	C
Column Spacing	10’ min.	D
Clearance to Street Curb	2’ min.	E
Additional		
Must have a consistent depth		
May encroach beyond the right-of-way line up to 10’ in the Downtown, Village Center, and Neighborhood Transition districts to cover part/all of the sidewalk. FDOT approval may be required.		

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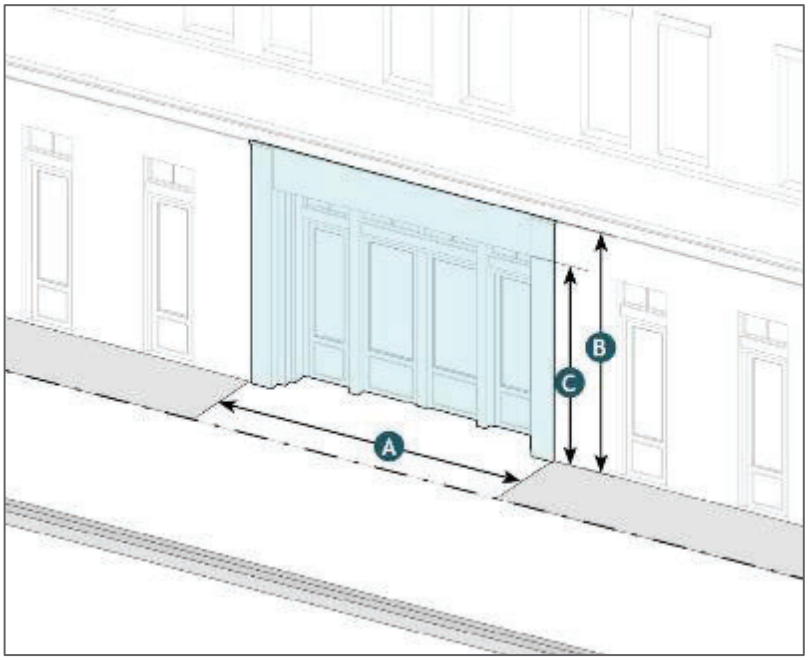
(d). **Storefront.** A Storefront is an assembly of commercial entry doors and windows that provide access and light into a commercial space, as well as space to display goods, services, and signage.



Standards	
Dimensions	
Length	15' min. (A)
Height	
Overall	18' max. (B)
Display Window	8' min. (C)
Recessed Entry Width	15' max. (D)
Additional	
If the sidewalk is less than 8' wide, a recessed entry at least 3' deep must be provided to accommodate the door swing	
Must provide an unobstructed view of the interior or a lighted and maintained display(s) area	
Must be combined with either a gallery, arcade, awning, entry canopy, or overhead balcony	
Exterior security grilles, gates, and roll-downs are prohibited	

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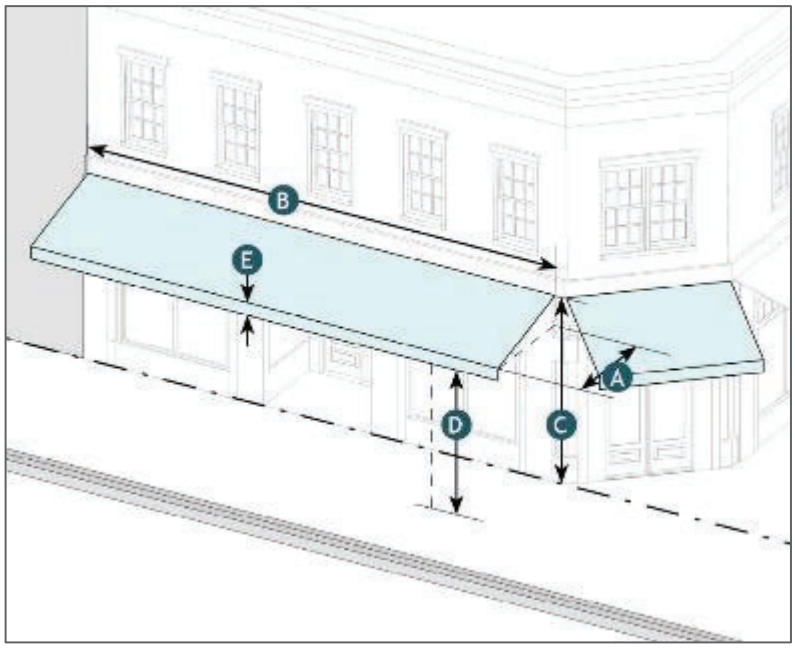
(e). **Lobby Entrance.** A Lobby Entrance is an assembly of entry doors and windows providing access and light to the lobby of a building. It is appropriate for lobbies such as those found in office, civic/institutional, and multifamily residential buildings, to name a few.



Standards		
Dimensions		
Length	15' min., 30' max	A
Height		
Overall	18' max.	B
Glazing/Window	8' min.	C
Additional		
If the sidewalk is less than 8' wide and there is no front setback, a recessed entry at least 3' deep must be provided to accommodate the door swing		
Must provide an unobstructed view of the interior		
Unless recessed a minimum of 3', a lobby entrance must be combined with either a gallery, arcade, awning, entry canopy, or overhead balcony		
If set back from the lot line, the frontage area must be paved		

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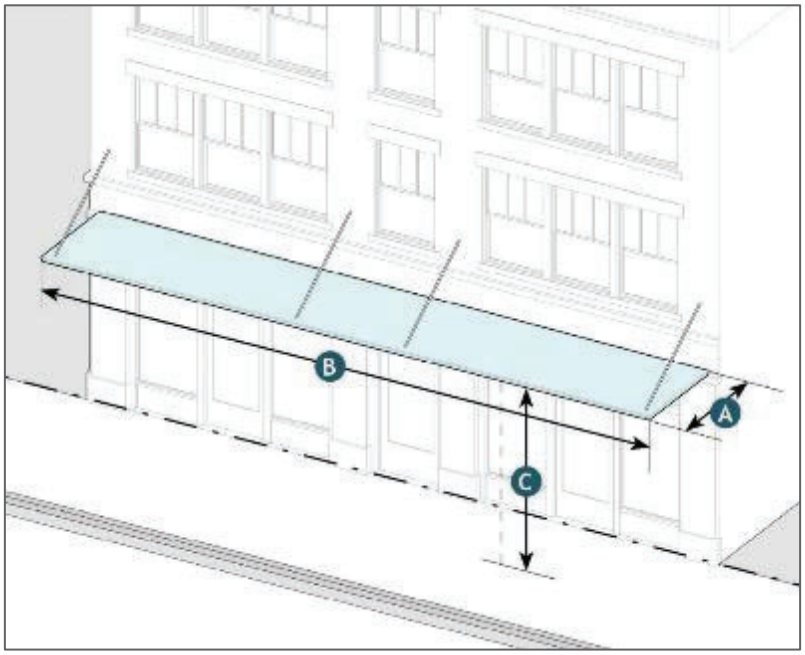
(f). **Awning.** An Awning is a wall-mounted frame covered with fabric or other material that provides shade and protection over a storefront, lobby, or other entrance.



a. Standards		
Dimensions		
Projection	3' min.	A
Length	4' min.	B
Height	15' max.	C
Vertical Clearance	8' min.	D
Valance Height	12" max.	E
Additional		
Must be securely attached and must fit the full length of the door/window it is attached to		
Must be made of durable, weather-resistant material		
Internally illuminated or back-lit awnings are prohibited		
May encroach beyond the right-of-way line up to 10' in the Downtown, Village Center, and Neighborhood Transition districts to cover part or all of the public sidewalk. FDOT approval may be required.		

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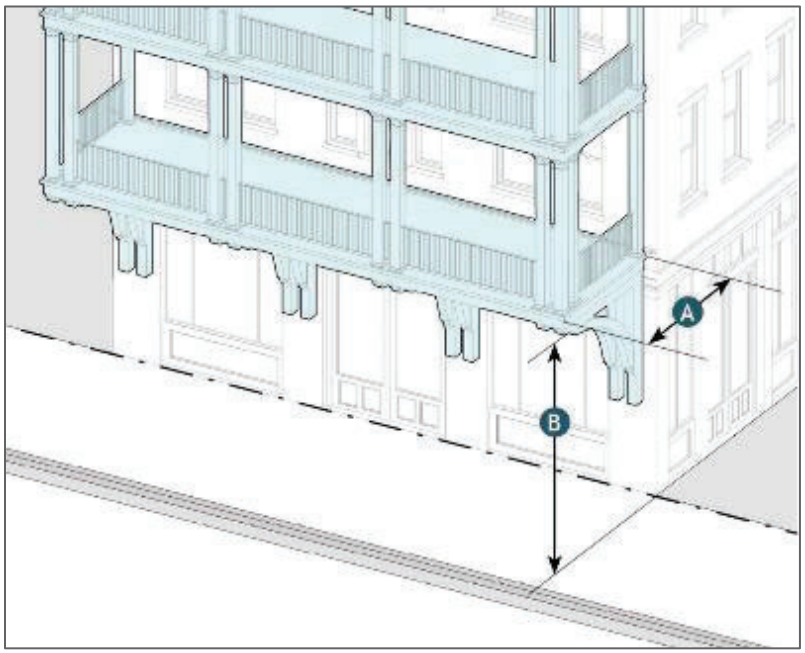
(g). **Entry Canopy – Large.** An Entry Canopy is a solid wall-mounted structure that provides shade and protection from the elements over a storefront, lobby, or other building entrance.



Standards		
Dimensions		
Projection	3' min.	A
Length	4' min.	B
Vertical Clearance	8' min.	C
Additional		
Must be securely and visibly attached to the façade with brackets, cables, or rods		
The length pf the canopy must be equal to or greater than the width of the doorway and/or window surround or exterior casing it is mounted over		
May encroach beyond the right-of-way line up to 10' in the Downtown, Village Center, and Neighborhood Transition districts to cover part or all of the public sidewalk. FDOT approval may be required.		

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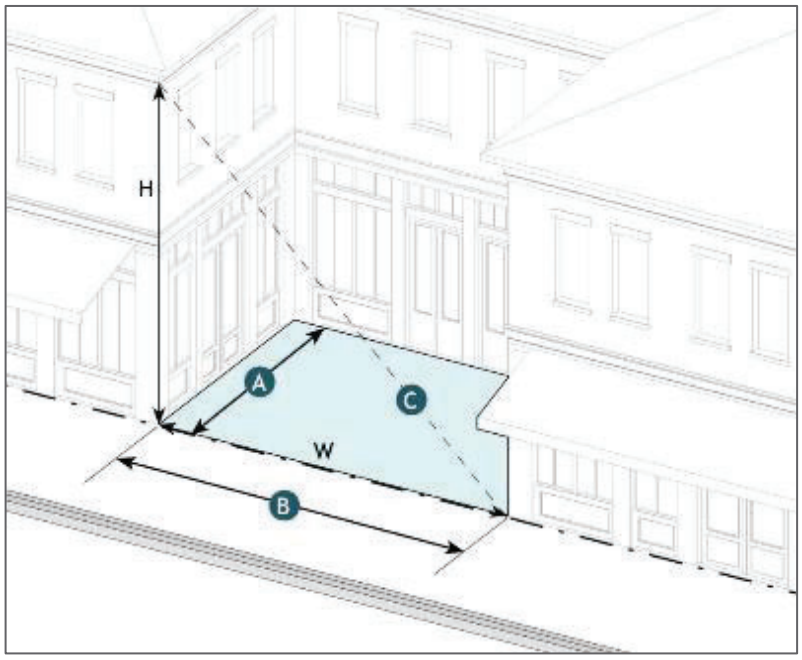
(h). **Overhead Balcony – Large.** An Overhead Balcony frontage is essentially a cantilevered gallery. Like the gallery, this structure projects out over the sidewalk providing shade and protection from the elements. It is typically used for ground floor commercial frontages on buildings set close to or at the right-of-way line.



Standards		
Dimensions		
Depth	6' max.	A
Vertical Clearance	8' min.	B
Additional		
Visible brackets or structural supports must be adequately spaced so as to be well integrated and harmonious with the windows and doors below		
May only be combined with Storefront and Lobby Frontage Type and must extend at least the full length of those frontages		
May encroach beyond the right-of-way line up to 10' in the Downtown, Village Center, and Neighborhood Transition districts to cover part/all of the sidewalk. FDOT approval may be required.		

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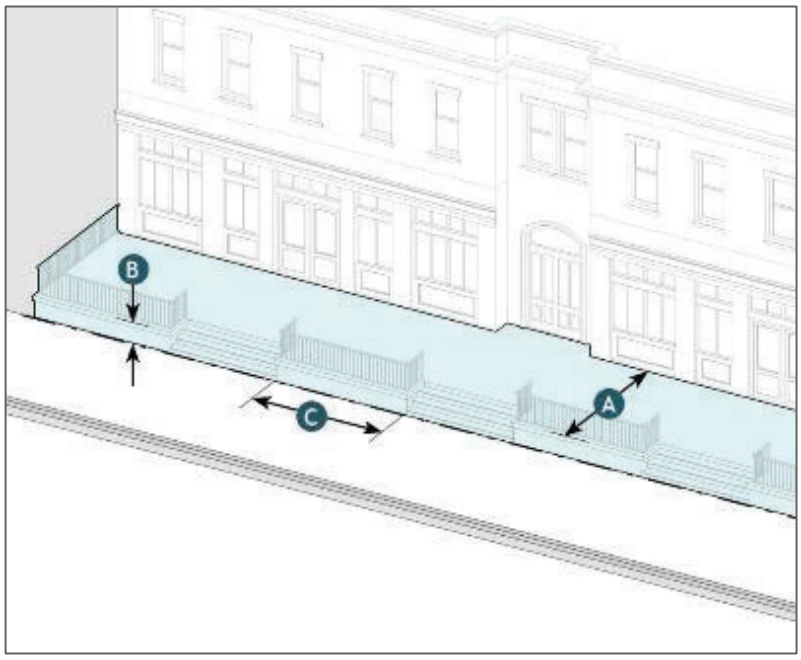
(i). **Forecourt.** A Forecourt is a frontage type wherein a portion of the building façade is on or close to the minimum setback line and the central portion of the façade is pushed back to creating a small court space. This centered court space can be used as an entry court or shared garden for multifamily residential buildings, or as an additional shopping or restaurant seating area in commercial and retail service areas.



Standards		
Dimensions		
Depth, Clear	12' min.	A
Width, Clear	12' min.	B
Ratio, Height to width	2:1 max.	C
Additional		
Entry into the building is required along the primary frontage parallel to the sidewalks and encouraged along each of the three frontages within the forecourt		

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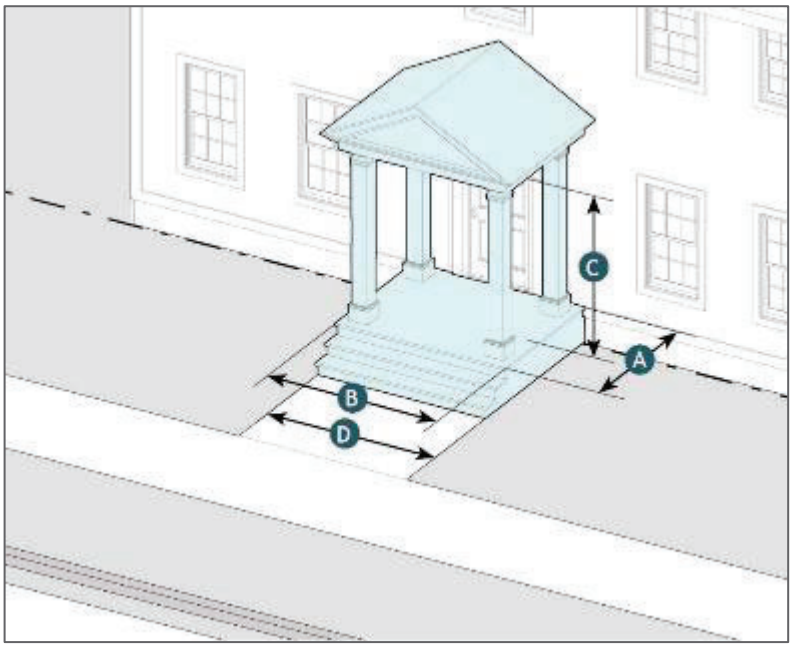
(j). **Terrace.** In a Terrace frontage the main façade of the building is at or near the minimum setback line with an elevated terrace providing public circulation between the building entrances and the public right-of-way. This type is typical along streets with slopes or grade changes, but is also a useful for mixed-use and commercial buildings that must address changing flood elevation requirements and sea level rise.



Standards		
Dimensions		
Depth, Clear	8’ min.	A
Finish Level Above sidewalk	3’6” max.	B
Distance between stairs	50’ max.	C
Additional		
Low walls, which can be used as seating are encouraged		
If railings are used they must allow pedestrians on the sidewalk to see through the posts and rails		

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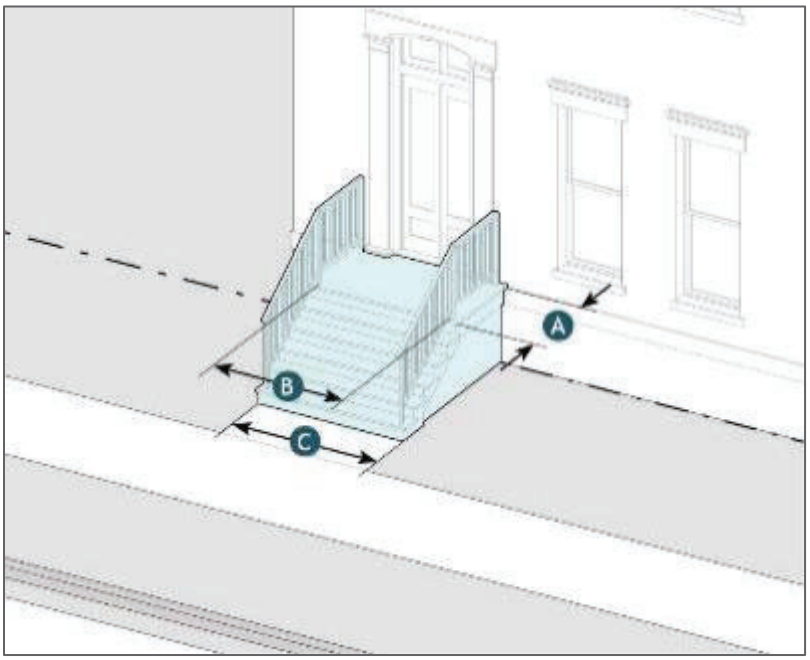
(k). **Portico.** A Portico is a small projecting porch at the entrance of a building that features a set of stairs leading to a covered landing with a roof structure supported by columns, piers, or posts. It is not meant to accommodate outdoor furniture like a porch is. Porticos are appropriate for ground floor residential frontages.



Standards		
Dimensions		
Landing Depth	4' min., 6' max.	A
Landing Width	4' min., 8' max.	B
Clear Height	8' min.	C
Path of Travel, Width	3' min.	D
Additional		
Stairs may be perpendicular or parallel to the building façade, but must lead directly to an abutting sidewalk		
Stairs may extend beyond the permitted encroachments and all the way to the right-of-way line if necessary.		

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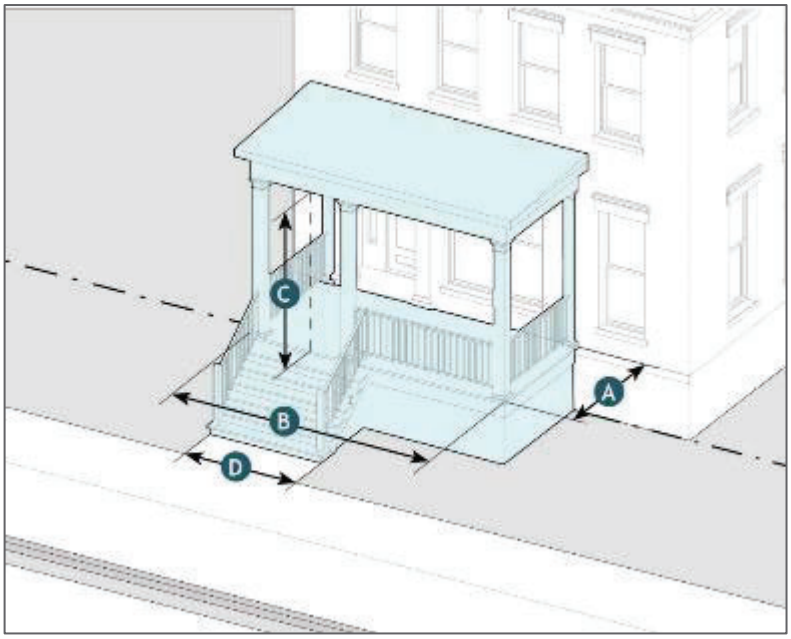
(l). **Stoop.** A Stoop is a small projecting landing at the entrance of a buildings that features a set of stairs leading to a front door. Landings are elevated off the ground with stairs or ramps that may be front or side-loaded, though in either case leading to a paved path connected to the sidewalk. It is appropriate for ground floor residential buildings with small front setbacks.



Standards		
Dimensions		
Landing Depth	4' min., 6' max.	A
Landing Width	4' min., 8' max.	B
Path of Travel, Width	3' min.	C
Additional		
Uness entry doors are recessed more than 3', stoops must also include an overhead balcony or entry canopy for shade		
Stairs may be perpendicular or parallel to the building façade, but must connect directly to an abutting sidewalk		
Stairs may extend all the way to the right-of-way line		
Gates are not permitted		

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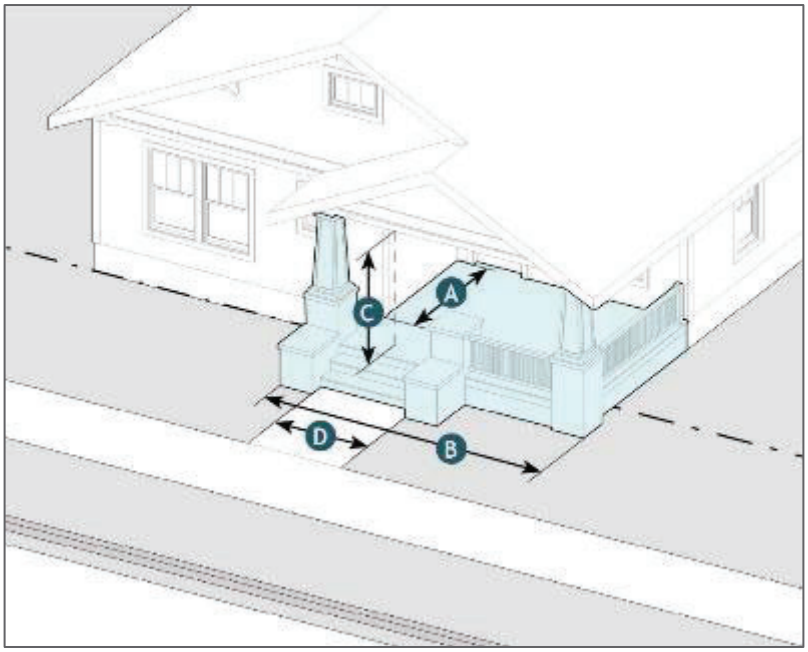
(m). **Porch - Projecting.** A Projecting Porch is a medium-sized structure attached to a building façade that features a set of stairs leading to a covered platform with a roof structure supported by columns, piers, or posts and enclosed by railings. It is appropriate for residential buildings with small to medium setbacks.



Standards		
Dimensions		
Depth, Clear	6' min.	A
Width, Clear	40% of front façade min.	B
Clear Height	8' min.	C
Path of Travel, Width	3' min.	D
Additional		
Must be open on three sides and have a roof		
Must have a minimum 4' x 6' clear floor area for furniture		
Porches should have railings, however, a railing height solid wall may be permitted depending on consistency with architectural style provisions of Section 7.5. ~~Porch railings must allow pedestrians to see through the posts and rails~~		
Stairs may extend beyond the permitted encroachments and all the way to the right-of-way line if necessary.		
Porches may be screened but cannot be permanently enclosed		

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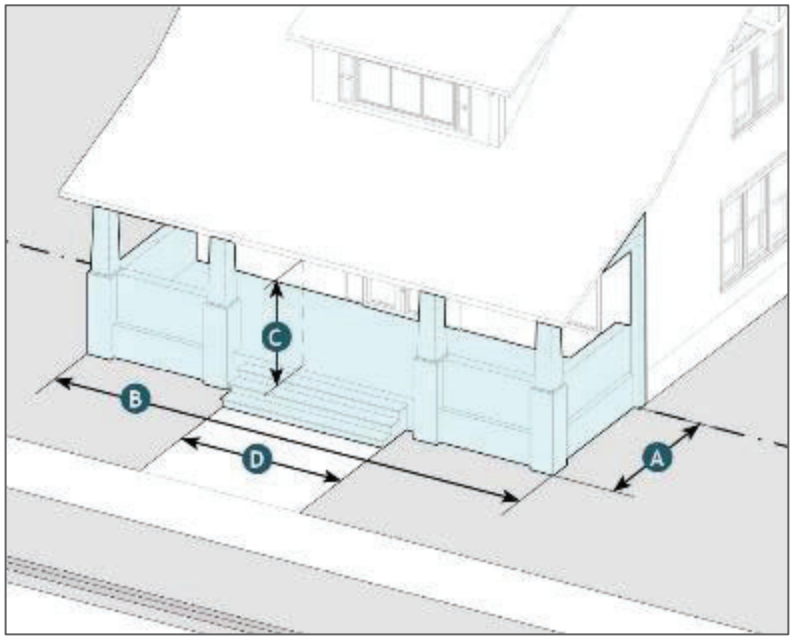
(n). **Porch - Engaged.** An Engaged Porch is a medium-sized structure attached to a building on two sides that features a set of stairs leading to a covered platform with a roof structure supported by columns, piers, or posts and enclosed by railings. It is appropriate for residential buildings with small to medium setbacks.



Standards		
Dimensions		
Depth, Clear	6' min.	A
Width, Clear	40% of front façade min.	B
Clear Height	8' min.	C
Path of Travel, Width	3' min.	D
Additional		
Must be open on two sides		
Must have a minimum 4' x 6' clear floor area for furniture		
Porches should have railings, however, a railing height solid wall may be permitted depending on consistency with architectural style provisions of Section 7.5.		
Stairs may extend beyond the permitted encroachment area and all the way to the right-of-way line if necessary.		
Porches may be screened but cannot be permanently enclosed		
Only permitted at the first story		

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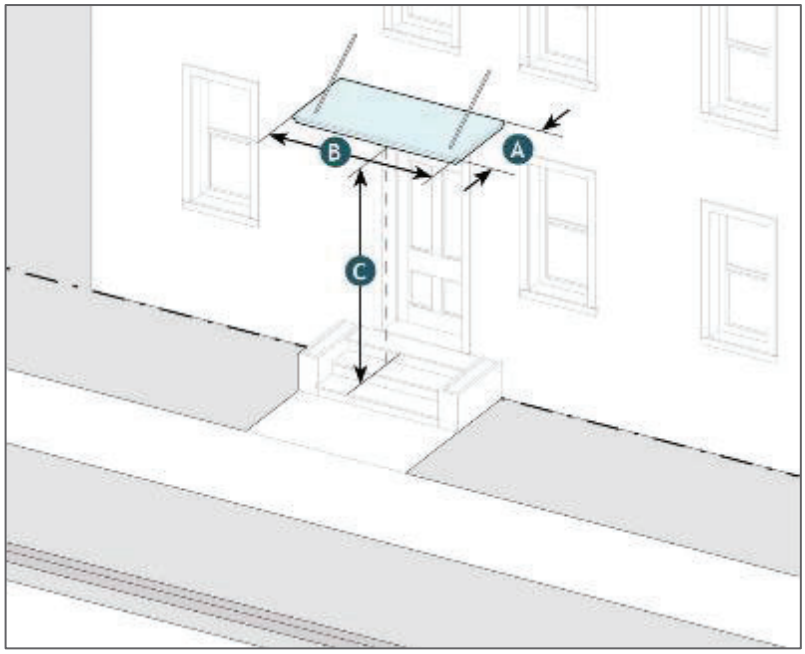
(o). **Porch - Integral**. An Integral Porch is a medium-sized outdoor space that features a set of stairs leading to a covered platform enclosed by railings or a low wall. Unlike projecting porches, the floor and roof are set within the main structure instead of being attached to it. It is appropriate for buildings with small to medium setbacks.



Standards		
Dimensions		
Depth, Clear	6' min.	A
Width, Clear	Width of façade	B
Clear Height	8' min.	C
Path of Travel, Width	3' min.	D
Additional		
Must be open on three sides		
Must have a minimum 4' x 6' clear floor area for furniture		
Porches should have railings, however, a railing height solid wall may be permitted depending on consistency with architectural style provisions of Section 7.5		
Stairs may extend beyond the permitted encroachment area and all the way to the right-of-way line if necessary.		
Porches may be screened but cannot be permanently enclosed		

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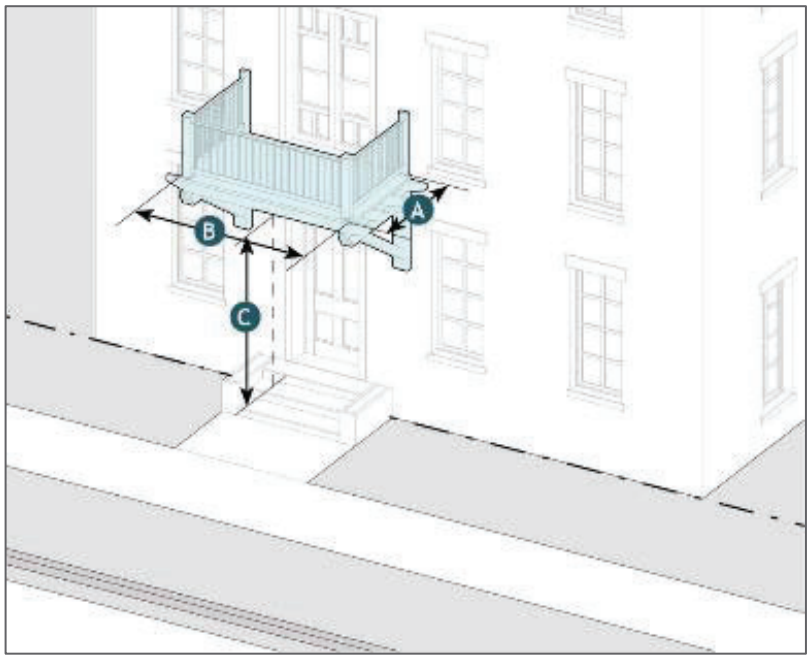
(p). **Entry Canopy - Small**. An Entry Canopy is a solid wall-mounted structure that provides shade and protection from the elements over a ground floor residential entryway. It is appropriate for residential buildings with small to medium setbacks.



Standards		
Dimensions		
Projection	2' min., 4' max.	A
Length	3' 6" min.	B
Vertical Clearance	7' min.	C
Additional		
Must be securely and visibly attached to the façade with brackets, cables, or rods		
Length of canopy must be equal to or greater than the width of the doorway surround, trim, or exterior casing		
Should be implemented in conjunction with the Stoop frontage type		

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(q). **Overhead Balcony - Small.** A small Overhead Balcony frontage is an attached second story balcony centered over a front entry way that provides shade and protection from the elements. It is typically used for ground floor residential frontages on buildings with small front setbacks.



Standards		
Dimensions		
Depth	2' min 4' max	A
Width	3' 6" max	B
Vertical Clearance	8' min	C
Additional		
Width of balcony must be equal to or greater than the width of the doorway surround, trim, or exterior casing		
Should be implemented in conjunction with the Stoop frontage type		

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Section 7.5. Architectural Styles

(a). Applicability. The following Architectural Style provisions shall apply to all new development within the Traditional Punta Gorda (TPG) zoning district, with the following exceptions:

(1). Single-family houses and duplex outside of the Community Redevelopment Ares (CRA) boundary

(2). Development in the Flex Commercial Regulating District, Section 3.2

(3). Table 2 found in Section 3.2. (c) describes which architectural styles are allowed in each regulating district and overlay district in the TPG zoning district. If a property is in an overlay district, the allowable architectural styles for the overlay district apply instead of those for the regulating district.

(b). Permitted Architectural Styles within TPG Zoning District.

(1). Table 5 on the following page describes the defining characteristics of each allowable architectural style, with each style described in more detail on the following pages:

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Table 5 -- Architectural Styles Summary				
Architectural Styles	Defining Characteristics			
	Frontage	Windows	Building Materials	Roof Form
Florida Wood Frame Vernacular	Porch Gallery	Wooden Surrounds Sills Double-Hung	Horizontal Lap-Siding Vertical Board and Batten Wood Shingles	Gable Hip
Folk Victorian	Porch Stoop and Portico (Rowhouse Only)	Bay Single-Pane Sash	Wood Clapboard Siding	Cantilevered Gable L-Shaped Gable
Craftsman	Porch	Ribbon Craftsman	Hand Crafted Stone Wood Clapboard Siding	Low Pitched Gable Wide Overhanging Eaves
Queen Anne Revival	Porch Stoop and Portico (Rowhouse Only)	Bay Single-Paned Sash	Patterned Shingles Wood Siding	Cantilevered Gable Shingle-Style Gable Tower turret
Colonial/ Georgian Revival	Stoop Portico Broken Pediment Over Door Colonnade Porch	Palladian Sash	Clapboard Shingle Brick Wood Siding	Hip Side Gable
Neo-Classical Revival	Stoop Pedimented Portico Colonnade Porch	Palladian Pediment	Brick Stone Faux Stone Treatment	Squared Off Symmetrical Portico Triangular Pediment
Mission	Porch Awning/Canopy Recessed Entry	Arched Casement Sash	Stucco Masonry/Concrete Block Hollow Clay Tile	Curved Parapet Tower Gable
Mid-Century Modern (new)	Recessed Covered Entry	Casement Double-Hung Fixed-Pane Picture Horizontal Sashes Floor to Ceiling	Stucco Wood Stone Brick Masonry/Concrete Block	Clean Straight Lines Butterfly Low Flat Roof Long Gable Single Slope Overhanging Eaves
Masonry Modern (new)	Arcade Gallery Canopy Stoop Recessed Covered Entry	Casement Fixed-Pane Picture Single/Double Hung Recessed	Stucco Masonry/Concrete Block Stone Wood Details	Flat Geometric
Main Street Vernacular	Arcade Gallery Awning/Canopy	Fixed-Pane Storefront Windows	Stucco Brick	Flat with Parapets

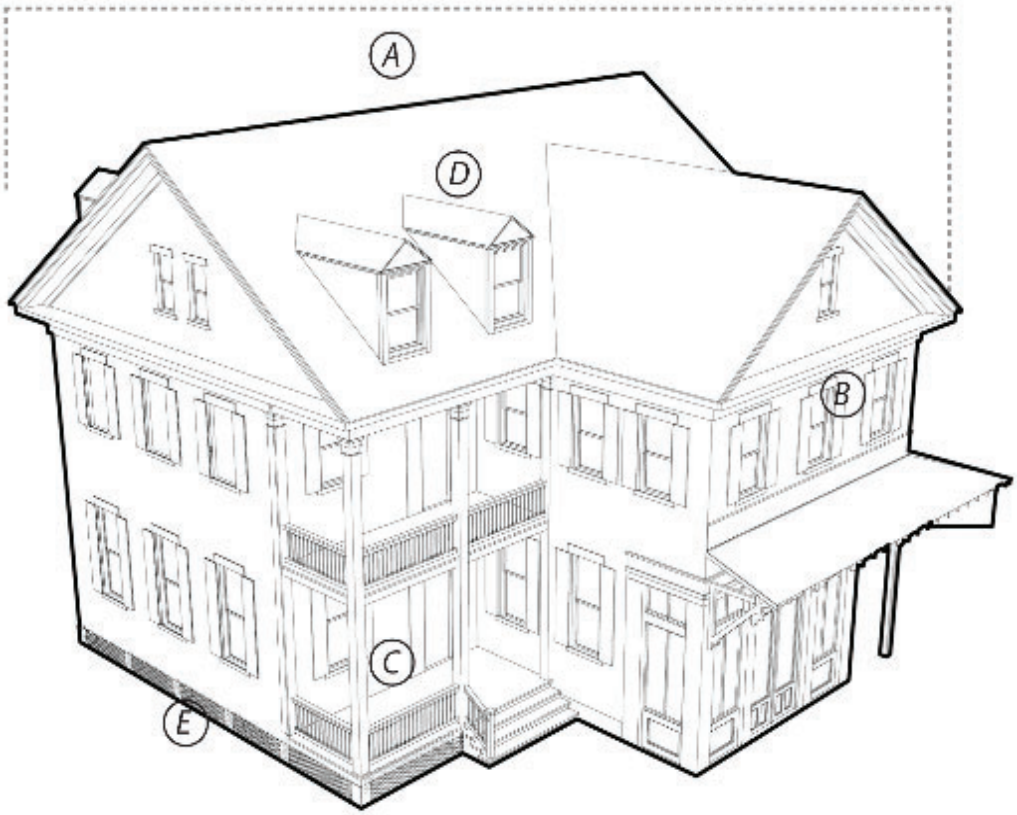
(2). Florida Wood Frame Vernacular



Example: 115 Duval Street in Key West, FL

a. Introduction	
Description	**Primary Characteristics**
The Florida Vernacular is a style of architecture native to Florida, most typically constructed with wooden frame and finished wood siding. The front façade is often composed of double height or stacked porches.	One to three volumetric components
	Appropriate for smaller free-standing buildings
	Building base always incorporates a porch or arcade
	Regular rhythmic pattern to the building face

b. Building Composition and Components	
Component	**Standards**
A – Plan and Form	Simple building forms Rectangular and L-shaped floor plans
B – Façade Composition	Vertically proportioned following a three-bay or five-bay pattern
C – Entry / Porch	Simple entry Porches can be full width, wrap around, or fill-in between the "L" formed by the main body and the front gable Porches can be single or multi-story and can be either projecting, engaged, or integral Porches must be a minimum of 6' in depth
D – Roof	Front, side, or cross gable with roof pitch between 6:12 or steeper Shed roof for engaged and projecting porches with roof pitch between 2:12 and 4:12 Dormers must be evenly spaced and centered along the gable face
E – Foundation	Brick or concrete block pier foundation Spaces between piers can be left open or filled with lattice work



c. Detailing	
Element	**Standards**
A – Exterior	Permitted materials include horizontal lap-siding, vertical board and batten, and wood shingles Exterior decoration is sparse, limited to ornamental trim/woodwork
B – Doors	Doors should contain recessed wood panels Window and door trim should project out from wall cladding at least 3/4", jamb trim should be at least 4" wide, and lintels should be at least 6" wide French doors permitted and encouraged
C – Windows	Should be single, tall, and narrow; Multi-pane double-hung sash windows (6/6, 3/1, 2/2, or 1/1) Upper story windows must align with first floor windows and all windows must be evenly space along the façade; Transom, fanlights, and attic louvers are permitted and encouraged Shutters are encouraged and if used should be paneled and either operable or proportioned to be operable
D – Porch	Columns/posts should be narrow and spaced evenly along the porch Railing and columns/posts should be simple with little to no ornamentation, and made of wood



d. Examples	
Photo	**Description**
	**Mixed-Use Building in Key West, FL** **Characteristics:** Commercial use at the corner to ensure visibility and access from two streets, gable end, elevated two-story porch setback from the sidewalk, habitable roof space, naturally lit with dormer windows.
	**Residential Building on Gill St in Punta Gorda, FL** **Characteristics:** This two-story wood frame home is perfectly symmetrical with a full length front porch. It has a few more decorative wood elements on the smaller cross-gable roof and on the porch columns than is typical of this style.
	**Residential Building on Gill St in Punta Gorda, FL** **Characteristics:** This hip-roofed frame vernacular home features a symmetrical façade and projecting front balcony that provides shade over the entrance, supported by brackets.
	**Commercial Buildings in Key West, FL** **Characteristics:** These mixed-use and commercial buildings in Key West all feature two-story or second-story porches with ground floor storefronts, wood siding, metal roofs, gabled roofs, and simple wood ornamentation. One of the buildings also features two pairs of dormers.

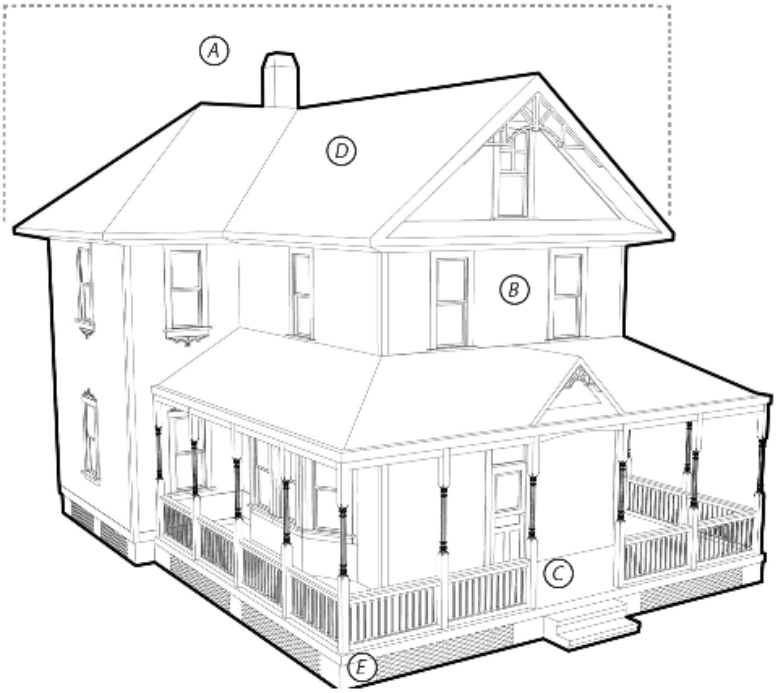
(3). Folk Victorian



Example: Folk Victorian Home in Celebration, Fl

a. Introduction	
Description	**Primary Characteristics**
The Folk Victorian is a style of architecture made possible by railroads expanding into smaller cities. Folk is basically a middle-class version of Queen Anne with simpler details and basic asymmetrical floor plans.	Porches with spindle work detailing L-Shaped floor plan Porch with latticework Miniature version of Queen Anne Style

b. Building Composition and Components	
Component	**Standards**
A – Plan and Form	Rectangular and L-shaped building plans
B – Façade Composition	Vertically proportioned following a three bay or 5 bay patterns on the front elevation. Symmetrical facades, except for the L-shape plan houses. One to two stories.
C – Entry / Porch	Wide front porches. Porches can be full width, wrap around, front facing gable, or fill in between the "L" formed by the main body and the front gable. Railings consisting of turned spindles and lace-like spandrels, or square posts with beveled corners (chamfered).
D – Roof	Gabled, hip, or pyramidal roof types with a primary pitch of 8:12 or steeper. Wood shingles were often used to cover the roofs in early homes. Brick or stucco chimney, normally on the outside of the gable end walls. Decorative trim used in gables and on cornice as an architectural accent.
E – Foundation	Brick or concrete block pier foundation. Spaces between piers left open to allow for ventilation and for protection from high water. Lattice infill between piers is common.



c. Detailing	
Element	**Standards**
A – Exterior	Primary exterior material is horizontal wood siding; less common are wood shingles and board and batten. Details based on either Italianate or Queen Anne styles. Primary areas for application of detail are the porch and cornice line.
B – Doors	Window and door trim projects out from wall cladding. Approximately 3/4'". Jamb trim is at least 4" wide, and headers (lintel) are normally 6" wide. Doors contain recessed wood panels.
C – Windows	Windows can be single, tall, and narrow. Multi-pane, double-hung sash windows (6/6. 3/1, 2/2 or 1/1). Second floor windows align with first floor windows. Jalousie windows, French doors and simple balconies are used occasionally.
D – Porch	Primary exterior material is horizontal wood siding; less common are wood shingles and board and batten. Details based on either Italianate or Queen Anne styles. Primary areas for application of detail are the porch and cornice line.



d. Examples	
Photo	**Description**
	**Residential Building in Celebration, FL** **Characteristics:** This example features a two stories home with bay and sash windows and a porch with latticework.
	**Residential Building in Lake Holden Terrace, Orlando, FL** **Characteristics:** This example features bay windows, a wide front porch with latticework, and a Victorian dormer at the main entrance.
	**Residential Building in Celebration, FL** **Characteristics:** This example features an L-shaped floor plan with a corner porch with spindle work detailing.
	**Residential Building on Goldstein St in Punta Gorda, FL** **Characteristics:** This example features a cantilevered front facing gable, with a full width porch. The porch features spindle work detailing, board & batten vertical siding, latticework.

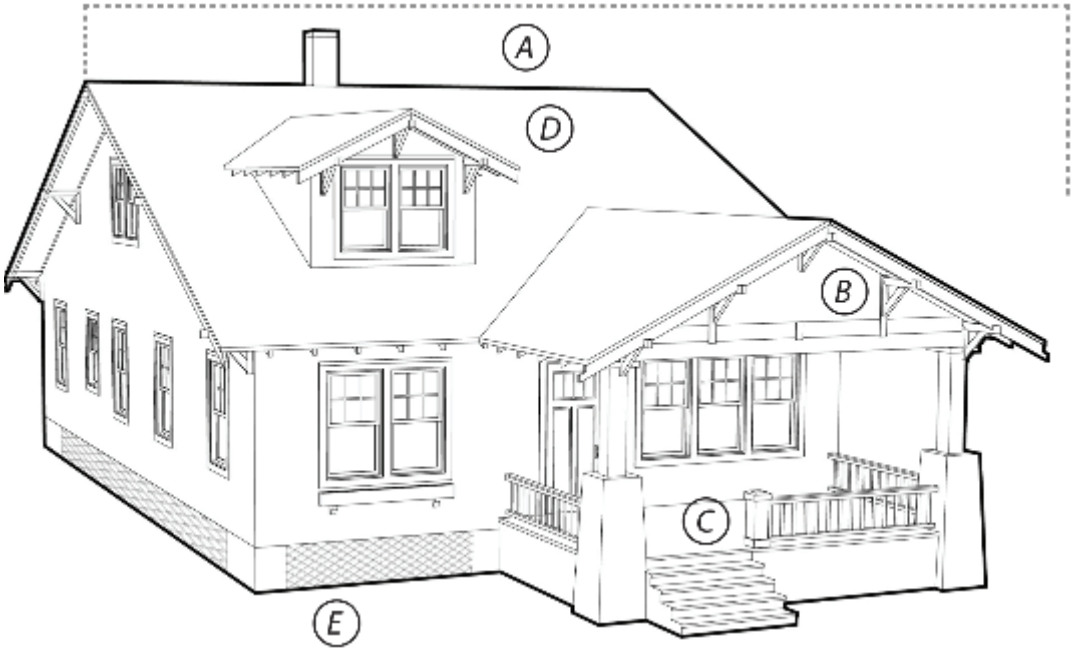
(4). **Craftsman**



Home in Tampa, FL

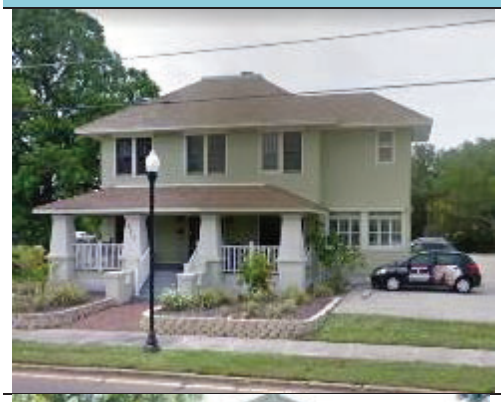
a. Introduction	
Description	**Primary Characteristics**
The Craftsman style was popular for smaller houses being built throughout the country from 1905 to 1020. The style originated from California but quickly spread throughout the country. The one-story vernacular examples are often simply called bungalows.	Rectangular plan with the narrow oriented toward the street
	The front porch is an essential element of the style and the most prominent architectural feature
	Solid knee walls, matching column bases, are used between the column bases
	Ornamentation is used to emphasize the structure and construction of the building

b. Building Composition and Components	
Component	**Standards**
A-Plan and Form	Usually rectangular, with the narrow wide side oriented toward the street.
B-Façade Composition	One or one-and-a-half story. In some cases, two stories.
C-Entry	Partial porches are placed at the center of the main body or fully to one side. Columns or pedestals frequently extend to Base flood elevation (without a break at the level of porch floor). Solid knee walls, matching column bases, are used between the column bases.
D-Roof	Low to moderately-pitches roofs, emphasizing the horizontal massing of the style (4:12 to 6:12 pitch in one to two story gabled: 7:12 to 9:12 pitch for one and 1 ½ story). Integral porch roof may match main pitch or break at front wall to a 3:12 or 4:12 pitch. Exposed rafters. Rafter ends extend beyond the face of the wall, often decoratively cut.
E-Foundation	Masonry (often brick) piers, or continuous brick or concrete block. Piers occasionally flared at the bottom. Spaces between piers left open to allow for ventilation and for protection from high water.



c. Detailing	
Element	**Standards**
A-Exterior	Wood siding, shingle and clapboard are the common exterior wall surface materials. Corner trim used with siding. Stucco and brick less frequently used. Different siding on the first and second floors – wooden clapboards on the first floor and wooden shingles on the second – although only one material is also common.
B-Doors	Simple doors, often with panes of glass. No transom or sidelights used.
C-Windows	Windows are large and wide proportioned. Window trim is thick to project out from the wall. Shutters not used; dormer windows do not cover the full width of the dormer.
D-Porch	The front porch is an essential element of all craftsman Style houses. They are often the most prominent architectural feature of the house. Either full or partial width (usually a minimum of ¾ of the front façade), with roof supported by tapered square columns. Railings and balusters are occasionally used. Open, heavy wood railings appearing with regular of irregular pattern



d. Examples	
Photo	**Description**
	**Residential Building on Olympia Ave in Punta Gorda, FL** **Characteristics:** This picture features a two stories example with a full width porch with tapered columns (column bases continue to ground).
	**Residential Building in Deland, FL** **Characteristics:** This example features a low pitch gable roof with eaves overhangs decorative beams and exposed roof rafters. It also features a full porch with tapered columns (column bases continue to ground).
	**Residential Building in Jacksonville, FL** **Characteristics:** This 1928 craftsman home is small one-story example with a full width front porch along the front gable of the house. The roof of the porch is supported by tapered square columns.
	**Residential Building (The Ashlee House) in Newberry, FL** **Characteristics:** This example features a gable roof with decorative beams and a full front porch supported by tapered square columns.

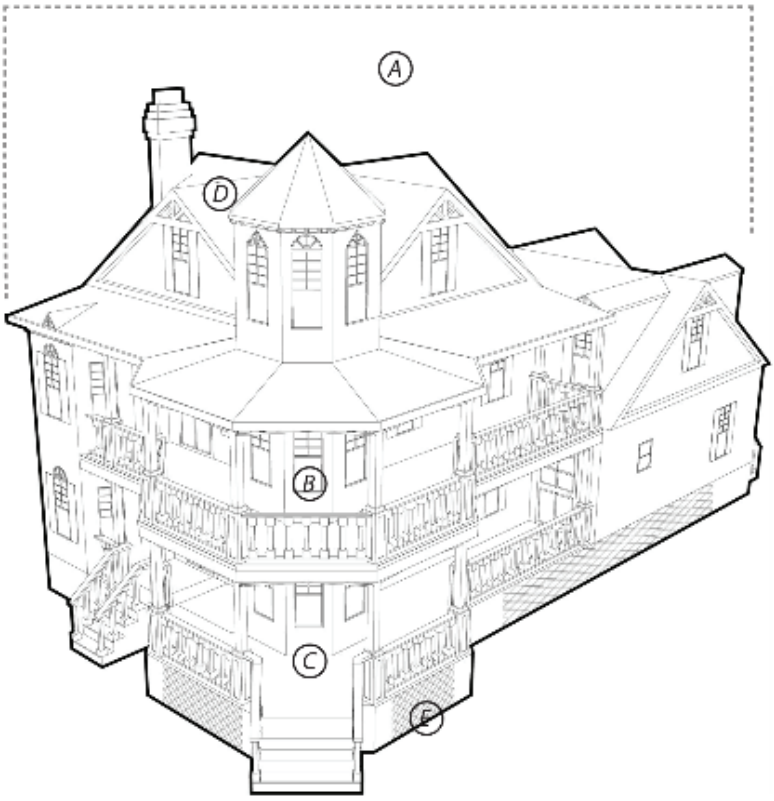
(5). **Queen Anne Revival**



A.C. Freeman House, 311 West Retta Esplanade, Punta Gorda, FL

a. Introduction	
Description	**Primary Characteristics**
The Queen Anne Revival is a highly decorative style of architecture. Initially originated from Britain, early American Queen Anne Homes were built of warm, soft brick enclosing square terracotta panels, with an arched side passage leading to an inner court and back house.	Asymmetrical facade A porch covering part or all the front façade, including the primary entrance area Round, square, or polygonal towers Classical columns

b. Building Composition and Components	
Component	**Standards**
A-Plan and Form	Two to three-and-a-half stories. Rambling, asymmetrical plan. Vertical orientation. Irregular massing of the building and forms.
B-Façade Composition	Picturesque massing, polychromatic and decorative ornamentation. Multiple gables and dormers; occasional towers and turrets, rounded or square.
C-Entry	Main entrance always included in the porch area. Simple, classical columns sometimes grouped and raised to the railing level with pedestals.
D-Roof	Steeply-pitches (8:12 slope or steeper) main hipped roof with one or more lower cross gables; occasionally a pyramidal roof or a small flat deck crowning the main hip roof. Polygonal towers typically placed at one corner of the front façade, with a conical roof. Multiple dormers and gables, metal composition shingles.
C-Foundation	Simple brick or concrete piers. Spaces between piers left open to allow for ventilation and for protection from high water.



c. Detailing	
Element	**Standards**
A-Exterior	Eclecticism is the keynote of the Queen Anne style Varied and decoratively rich, with picturesque and asymmetrical silhouette shaped by turrets, towers, gables, and bays. Horizontal wood siding is most common. May combine several types of siding materials (shingles, clapboard, and decorative wood panels) on one house.
B-Doors	Doors have decorative carvings and details often with glass panes in the upper part of the door.
C-Windows	Typically, double-hung wood sash windows with single and divided panes. Windows may be a mixture of sizes and shapes. Queen Anne window, consisting of a single large pane surrounded by smaller rectangular panes. Decorative glass, such as diamond-shaped panes or stained glass is common.
D-Porch	Porches usually one-story high. Sometimes small second floor balconies. Partial or full width across the front of the home; may wrap either one or both sides of the building. Porch is intended to accentuate the characteristic asymmetrical façade. Simple railings; occasionally, turned spindles.



d. Examples	
Photo	**Description**
	**Belleview-Biltmore Hotel and Spa, Clearwater, FL** **Characteristics:** Unique green sloped roof, white wood-sided exterior, and extensive handcrafted woodwork and Tiffany glass inside
	**Residential Building (Delos A. Blodgett House) in Daytona Beach, FL** **Characteristics:** Fish Scale Shingles, asymmetrical shapes, and step roof pitches at various elevations.
	**Residential Building (Bradley-McIntyre House) in Longwood, FL** **Characteristics:** This example features an octagonal tower and “ginger-bread” trim typical of the flamboyant houses of the Victorian Period.
	**Mixed Use Building (Southern Market Center) in Lancaster, PA** **Characteristics:** Decorative brickwork, terra cotta tiles, and a roof shaped by towers.

(6). Colonial / Georgian Revival



a. Introduction	
Description	**Primary Characteristics**
In Florida, the Colonial style exerted a great influence on Vernacular designs. Colonial Revival details are most frequently applied to residential design.	Symmetrical plan
	Classically inspired details such as columns, modillions, and dentils
	Prominent entrance featuring door with sidelights and transom above
	Two to two-and-one-half stories
	Commercial Characteristics
The commercial version of this style may also have elements similar to those found in Federal style architecture.	Symmetrical plan
	Classically inspired details and a side gabled roof
	Less ornate and sophisticated, more delicate and slender details
	Two to two-and-one-half stories

b. Building Composition and Components		
Component	**Standards**	
A-Plan and Form	Plan is regular, rectangular, or nearly square, sometimes with add on elements (additions and wings). The long axis parallels the street. Height is two to two- and one-half stories. Entrance stairs typically centered on the main façade.	
B-Façade Composition	The main body is dissected into 3 to 5 implied bays. The entry is almost always centered on the main body. Simple rectangular volumes are combined creating a main body and side wings.	
	Residential/Civic	**Commercial**
C-Entry/ Porch	Entries are the most dramatic part of the façade, normally contained by a pediment supported by pilasters or protruding out supported by columns. The main body is dissected into 3 or 5 implied bays. The entry is almost always centered on the main body. Simple rectangular volumes are combined creating a main body and side wings.	The main body can be 4 bays.
	Residential/Civic	**Commercial**
D-Roof	Add-ons and wings have their own roof form (a single roof does not encompass all the volumes). Eaves are less embellished than classical eaves. Overhangs in Florida have been broadened to accommodate the climate.	A single roof form can encompass all the form. Less ornate.
E-Foundation	The foundation is usually of brick piers or continuous brick. Concrete piers used at later times. Spaces between piers left open to allow for ventilation and for protection from high water.	



c. Detailing	
Element	**Standards**
A-Exterior	The primary exterior material is usually brick horizontal wood siding or shingles. The exterior detailing is usually classically derived columns, pediments, broken pediments, and wood shutters.
B-Doors	Doors often flanked by fixed glass sidelights surrounded by simple classical trim.
C-Windows	Paired or grouped double-hung wood sash windows. Typical windows have multiple panes with a 6/1 muntin pattern. Variants include 3/1 and 6/6 patterns. Windows are detailed with simple molding. Group windows are separated by a mullion.
D-Porch	Usually on the entry, almost always centered on the main body, often has classical detailing, pedimented entrance porticos



d. Examples	
Photo	**Description**
	**Home in Chapel Hill, NC** **Characteristics:** This is a remodeled 1930s colonial revival home with an open gable roof (gable end facing the street), shutters, and a pedimented portico entrance.
	**Home in Hudson, OH** **Characteristics:** This historic example features a 3-bay symmetrical design with a gabled roof, chimney, wood siding, and traditional double-hung grided windows with wood shutters.
	**Mixed-Use Building on King St in Alexandria, VA** **Characteristics:** This historic example features exterior red brick, a gabled roof with a pair of dormers, and traditional sash windows with thin muntin's and stone lintels.
	**Commercial/Mixed-Use Building in Newport, RI** **Characteristics:** This example features a open gabled roof, traditional sash windows with thin muntin's, a cornice with dentils, and a ground floor storefront.

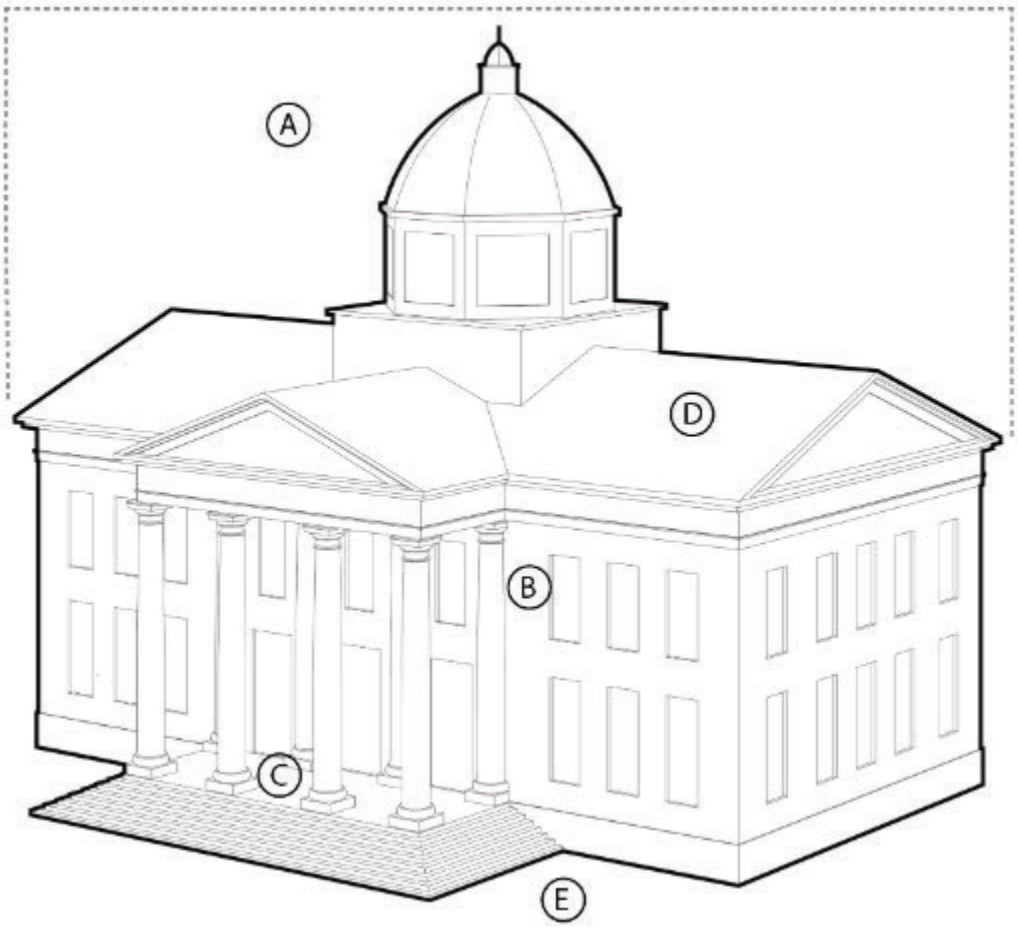
(7). **Neo-Classical Revival**



City Hall, West Marion Ave, Punta Gorda, FL

a. Introduction	
Description	**Primary Characteristics**
The Neo-Classical Revival Style typically features full-height porches with classical columns; Ionic or Corinthian capitals; symmetrical facades; centered entrance.	Symmetrical plan based on Greek and Roman architectural orders.
	The doorway, cornice line and type of column are the three principal distinguishing features of the style.
	Entry porch dominates the front façade and normally equals it in height, but not the width.
	Colonnade porch occupies the full width and height of the facade

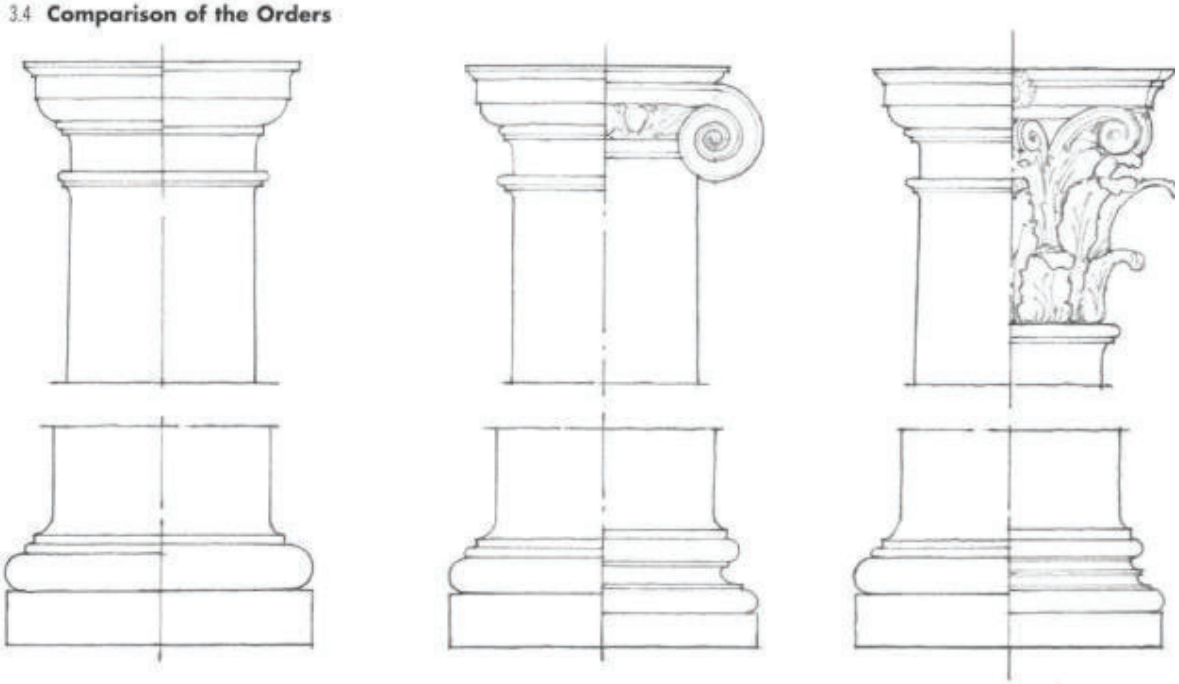
b. Building Composition and Components		
Component	**Standards**	
A-Plan and Form	Based on Greek and Roman architectural orders. Plan is regular, rectangular, or nearly square.	
B-Façade Composition	The doorway, cornice line and type of column are the three principal distinguishing features of the styles.	
C-Entry/Porch	Entry porch dominates the front façade and normally equals it in height, but not the width. There are several types of porches in this style, occasionally the One or two stories, simple rectilinear houses with side-gable or low-pitched hipped roofs, having the characteristic full-height entry porch	
D-Roof	**Residential / Civic**	**Commercial**
	Front or side-gable or low-pitches hipped roofs.	May have a flat, gabled, or hipped roof
E-Foundation	The foundation is usually of piers or continuous, made of brick or concrete. Usually tall foundations, which exaggerate the height of the front façade.	



c. Detailing	
Element	**Standards**
A-Exterior	Wall materials may be wood, brick, stucco, or stone, in order of decreasing frequency. The primary exterior material is usually horizontal wood siding, smooth masonry, brick, or faux stone (stucco).
B-Doors	Semi-circular or elliptical fanlight normally occurs above the paneled front door. Elaborate, decorative surrounds found in main entrances.
C-Windows	Double-hung sash windows aligned horizontally and vertically in symmetrical rows, usually five-ranked on front façade, less commonly three-ranked or seven-ranked. Windows sometimes have elaborate crowns placed above them – cornice mold or decorative frieze.
D-Porch	Full-height Entry Porch: Dominant central entry extending the full height, but not width, of the façade. May have a classical pediment and gabled roof, or flat porch roof. Front Gabled Roof: Full façade, colonnaded porch beneath the front-facing gable gives the building the appearance of a miniature Greek temple. Not very common. Full Façade: Colonnade porch occupies the full width and height of the façade. However, the porch is not covered by a traditional pedimented gable, but instead either by the principal side-gabled or hip roof, or by a flat or shed extension from such a roof.



3.4 **Comparison of the Orders**

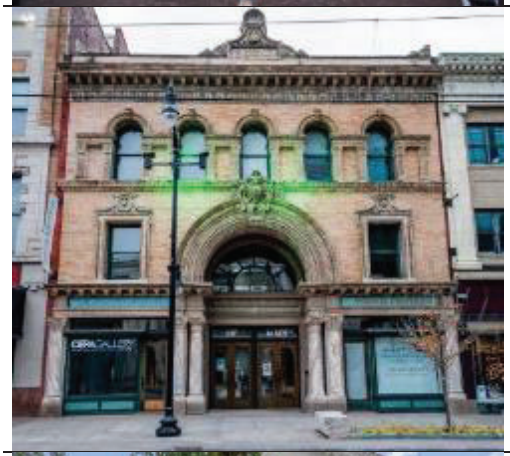


Doric–Tuscan | Doric–Ionic | Doric–Corinthian

3.5 **Proportions of the Five Orders**

Names of Features			Greek Doric		Tuscan		Doric		Ionic		Corinthian & Composite	
ENTABLATURE	¼ TO ⅓	Cornice	CYMATIUM CORONA BEDMOLD	2	½	1¾	¾	2	¾	2¼	⅞	2½	1
		Frieze			¾		½		¾		⅝		¾
		Architrave	TAENIA		¾		½		⅔		⅝		¾
COLUMN	1	Capital	ABACUS ECHINUS NECKING	4–6	½	7	½	8	⅔	9	⅓ (1/12)	10	¼
		Shaft	ASTRAGAL CINCTURE				6		7		8		8⅓
		Shaft	BASEMOLD PLINTH		None		½		½		½		⅓
PEDESTAL	⅓ ±	Cap	CORONA BEDMOLD	No pedestal but three steps the **STYLOBATE**		The **Cap** is one ninth the height of the pedestal							
		Die				Pedestal ⅓ (Vignola)							
		Base	BASEMOLD PLINTH			The **Base** is two ninths the height of the pedestal							

Figure 3.4: Comparison of the Classical Orders.
Source: Marianne Cusato, *Get Your House Right* (Canada: Sterling, 2007), 40, fig. 3.4 - 3.5.

d. Examples	
Photo	**Description**
	**Civic Building (Old Charlotte County Courthouse), in Punta Gorda, FL** **Characteristics:** Pedimented portico in the prominent front façade.
	**Commercial Building** **Characteristics:** This example features a flat roof, symmetrical facade, and dominant front entry with classical columns and Palladian arched windows.
	**Commercial Building (The Market Arcade) in Buffalo NY** **Characteristics:** This example feature a very ornate classical symmetrical façade, monumental arched main entry, ornate columns and arched windows decorated with elaborate stone lintels.
	**Residential Building in New Orleans, LA** **Characteristics:** Example of a 5-bay symmetrical composition. Dominant central entry extending the full height but not width, of the façade. Classical pediment and gabled porch roof.

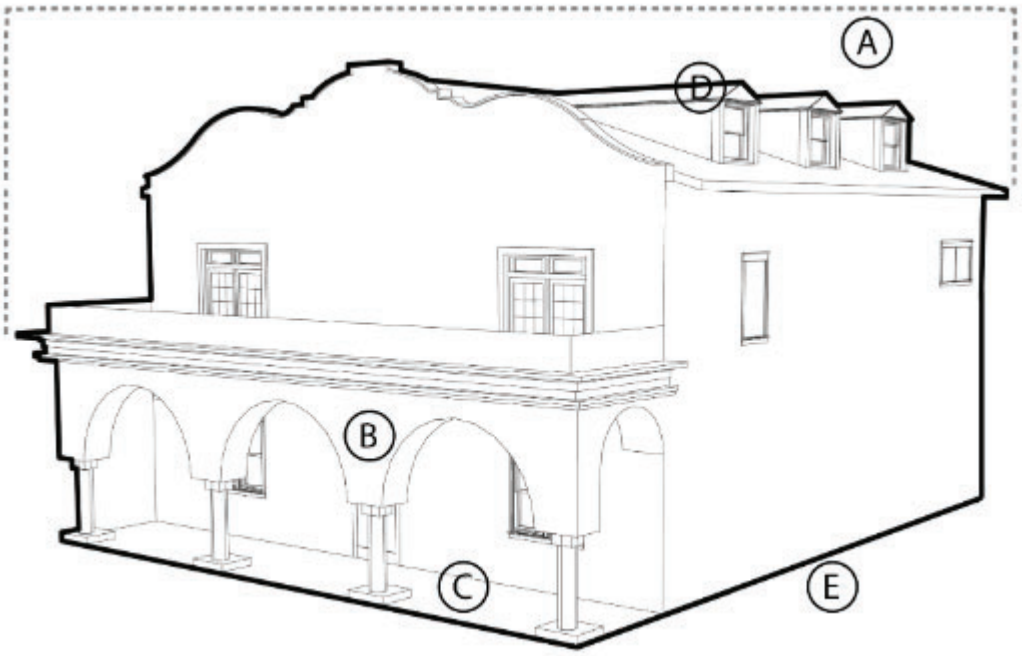
(8). **Mission**



Historic Home in Mount Dora, FL

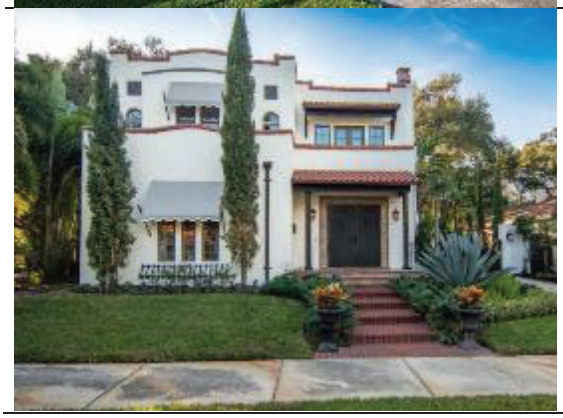
a. Introduction	
Description	**Primary Characteristics**
The Mission style originated in California during the 1890s, houses and buildings in this style were constructed throughout the western states. As it became more popular, the mission style moved eastward, like California, Florida looked to its Spanish heritage for architectural inspiration.	Asymmetrical plan
	One to two stories
	Residential types frequently include a porte cochere
	Lack surface ornament and much more restrained than the Mediterranean style

b. Building Composition and Components	
Component	**Standards**
A-Plan and Form	Simple square or rectangular plans. Arched loggias or patios.
B-Façade Composition	Two types of façades: Symmetrical: most commonly of simple square or rectangular plans with hipped roofs Asymmetrical: the façade asymmetry is superimposed on a simple square or rectangular plan, though more elaborate, rambling compound plans also exist. Thick adobe or stucco walls with broad unadorned plaster surfaces.
C-Entry	Arched entryway
D-Roof	Flat roofs with curvilinear parapets are most common. Gable and hip roofs also used. Great variety of dormers. Some examples have unusual visor roofs. These are narrow, tiled roof segments cantilevered out from a smooth wall surface. Open eaves are most common, boxed eaves also occur, usually with brackets below.
E-Foundation	Slab, continuous. Masonry; not exposed.



c. Detailing	
Element	**Standards**
A-Exterior	Decorative detailing is generally absent, although patterned tiles, carved stonework, or other wall surface ornament is occasionally used. Stucco is the most common materials used. Shaped parapets, arches, and smooth, flat wall surfaces.
B-Doors	Limited fenestration and door piercing Arched doorways
C-Windows	Quatrefoil windows are common. Arched windows, deep window openings without any framing, except the sill.
D-Porch	Prominent one-story porches either at the entry area or covering the full width of the façade; these sometimes have arches roof supports to simulate the arcades of Hispanic buildings.



d. Examples	
Photo	**Description**
	**Commercial Building (Maher building) in Vero Beach, FL** **Characteristics:** Curvilinear roof parapet, arched entry.
	**Commercial Building in St. Louis, MO** **Characteristics:** This is an example of a 1930s gas station that has been renovated to serve as a restaurant. This small footprint mission style building features Spanish tile roof with decorative parapet walls that extends at each building corner.
	**Civic Building (Train Depot) in Punta Gorda, FL** **Characteristics:** Flat roof with curvilinear parapet with wide overhanging eaves. Large square pillars and arched entry with a covered arcade.
	**Residential Building in St Petersburg, FL** **Characteristics:** Smooth stucco siding and curvilinear roof parapets.

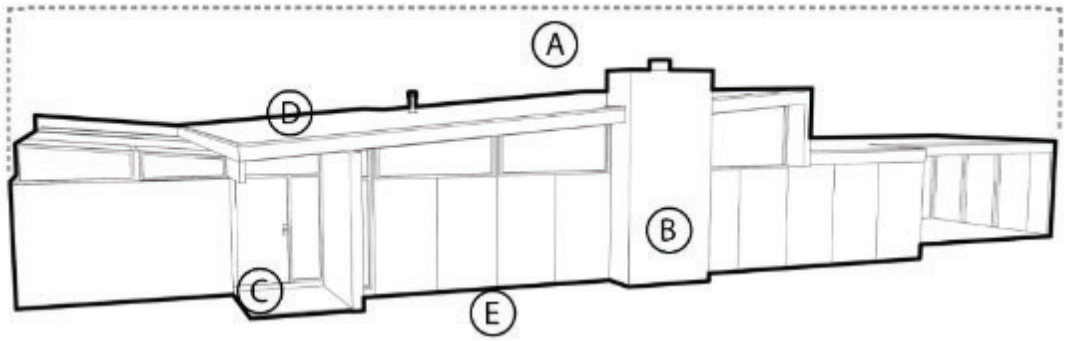
(9). **Mid-Century Modern**



258 Shreve St, Punta Gorda, FL

a. Introduction	
Description	**Primary Characteristics**
The Mid-Century Modern style is known for its sharp, clean lines, minimal decoration, and connection with nature. This style is an American architectural movement that kicked off after World War II. It is inspired by the high prairie style, originally developed by Frank Lloyd Wright and adapted to Southwest Florida, known as the "Sarasota School" of modernism.	Very wide, low footprint homes with large open spaces, floor to ceiling windows
	Simple look and feel with clean lines and Geometric shapes
	Changes in elevation
	Emphasis on bringing the outdoors in

b. Building Composition and Components	
Component	**Standards**
A-Plan and Form	Simple form. Several parts of the house might be asymmetric. Uncluttered and sleek lines with both organic and geometric forms.
B-Façade Composition	Minimal ornamentation, big windows
C-Entry	Recessed into the building, Simple, without ornamentation
D-Roof	Flat roof without ornamentation.
E-Foundation	Concrete foundation, naturally integrated.



c. Detailing	
Element	**Standards**
A-Exterior	Horizontal lines incorporated into every vantage point and flat geometric. Natural integration, asymmetry and elevation changes, geometric detail, and minimalistic aesthetic.
B-Doors	Clean and sleek lines Lite doors Natural wooden appearance
C-Windows	Large floor to ceiling glass windows
D-Balconies	Balconies jutting out from staggered levels of the structure.



d. Examples	
Photo	**Description**
	**Civic Building (used to be commercial) in Sarasota, FL** **Characteristics:** This is a good example of the simple look and feel with clean flat lines so popular in Mid Century Modern Architecture.
	**Home (Umbrella House) in Sarasota, FL by Paul Rudolph** **Characteristics:** This is a good example of the simple look and feel with clean lines geometric shapes so popular in Mid Century Modern Architecture.
	**Home in Jacksonville, FL** **Characteristics:** This house is a good example of sleek lines and a flat geometric exterior. The house is naturally integrated into the landscape and features minimalistic aesthetics.
	**Civic Building in Los Angeles, CA** **Characteristics:** This religious center is a good example of sleek lines and a flat geometric exterior. The building is naturally integrated into the site and features minimalistic aesthetics.

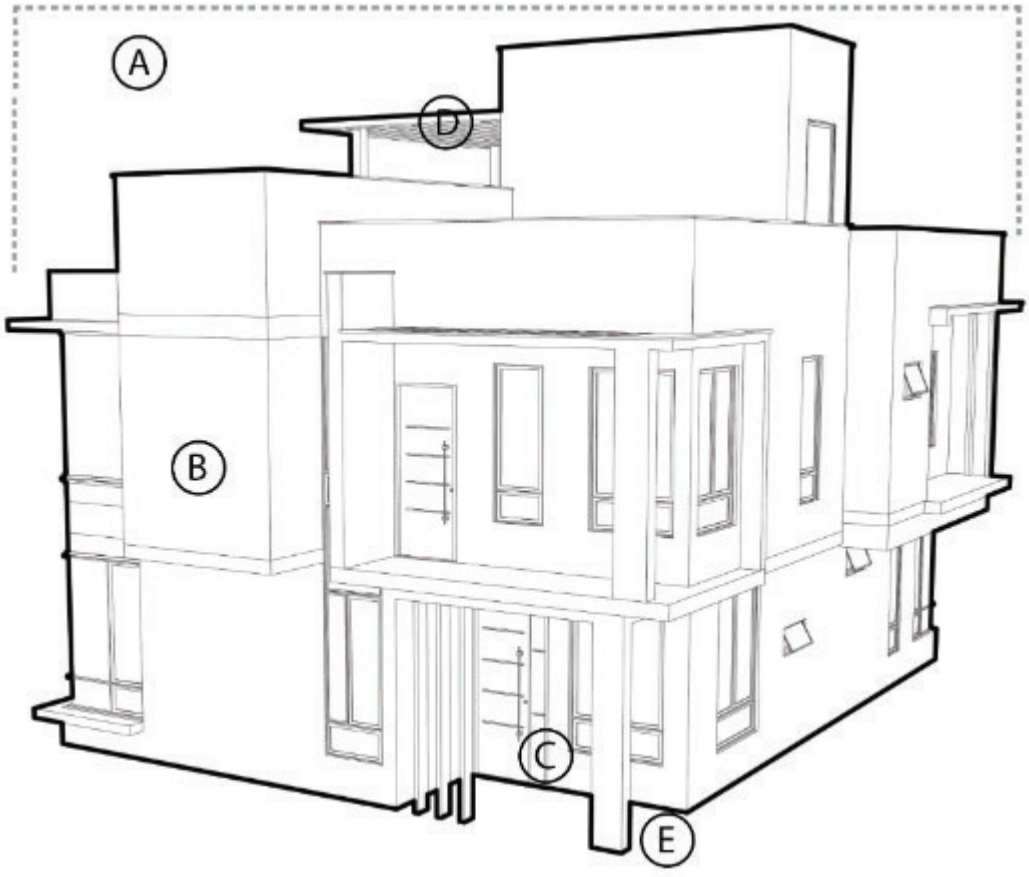
(10). Masonry Modern



Aqua, Miami Beach, FL

a. Introduction	
Description	**Primary Characteristics**
The Masonry Modern style of architecture is defined by its rational load bearing construction technique, its system of punched openings and its limited ornament.	Emphasis on the solidity of the mass
	Tripartite composition (lower, middle, upper)
	The structural system of the building is clearly expressed in the building's exterior
	Stairway access rooms are often embellishing and sculptural in nature

b. Building Composition and Components	
Component	**Standards**
A-Plan and Form	The geometry of the building appears to be carved from a solid volume; the solidity of the mass is emphasized.
B-Façade Composition	The tripartite composition (lower, middle, upper) characteristics of other styles is present in the Masonry modern language. The public nature of the ground floor of a commercial building is emphasized with more glass, middle portions of the building are more solid, and the top often incorporates usable exterior spaces including loggias and terraces.
C-Entry	Spaces are carved from the mass to create entries. Entrance to building is clearly identifiable.
D-Roof	Flat or based on pure geometric form.
E-Foundation	Continuous Concrete slab



c. Detailing	
Element	**Standards**
A-Exterior	Stone and wood details are used to soften the start modern forms of the building mass. Exterior finishes in the Masonry Modern language are typically stucco. Exterior spaces are frequently incorporated into the façade.
B-Doors	Recessed into the structure
C-Windows	Typically recessed back from the exterior face of the building, producing deep shadows, and revealing the thickness of the wall. Window types are typically casement or fixed-pane with ransom openings, though single or double-hung may be used. Openings can be vertical or horizontal, but the windows themselves should be vertically proportioned. Have simple geometries, can be larger, with fewer dividing lights than found in other styles.
D-Porch/Loggia	Recessed and often at the base of the building



d. Examples	
Photo	**Description**
	**Mixed-Use Building in Seaside, Fl** **Characteristics:** Exterior spaces incorporated into the façade through recesses into the structure.
	**Residential Building in Punta Gorda, FL** **Characteristics:** This example features a recessed entry porch at the base of the structure.
	**Multifamily Building in Miami Beach, FL** **Characteristics:** Illustration of a tripartite composition punched openings creating outdoor terraces.
	**Mixed-Use Building in Seaside, FL by Steven Holl Architects** **Characteristics:** Continuous arcade, broad mix of uses, retail located along the sidewalk, offices in the second story, and residential uses in upper stories, main roof geometry is curved.

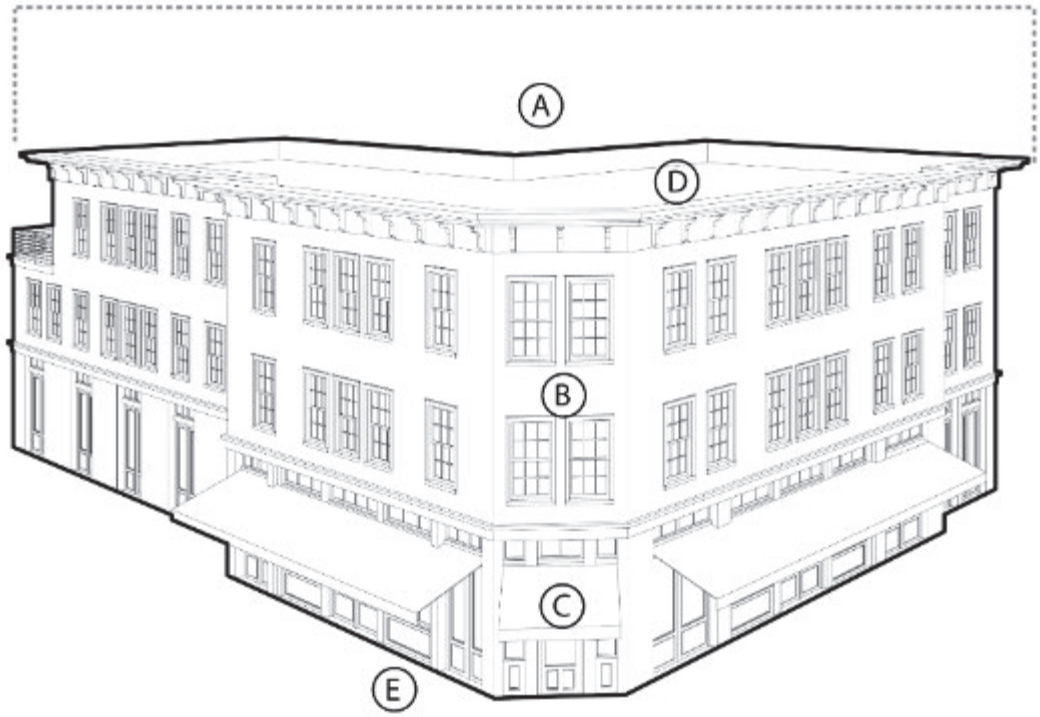
(11). Main Street Vernacular



Historic Marion Avenue, Punta Gorda, FL

a. Introduction	
Description	**Primary Characteristics**
The Main Street Vernacular is a style of architecture that encompasses the traditional commercial and mixed-use-buildings that have shaped successful main streets since the 1900s.	Simple building composition
	Openings are vertically proportioned with simple sills and surrounds
	Storefronts are designed to accommodate shade for pedestrians
	Modern day materials occasionally employ a series of doors to open restaurants to the sidewalk.

b. Building Composition and Components	
Component	**Standards**
A-Plan and Form	Rectangular plan.
B-Façade Composition	Narrow front elevation facing the main street. Focus of the design. Provides the building's identifying features. Different framework in upper and lower stories.
C-Entry	Ornamentations are typically incorporated around entries and may be classical in nature or reflective of native flora or fauna. A transition line is incorporated between the first and second stories and entrance to upper story uses is clearly identifiable.
D-Roof	Usually flat with concealing parapets.
E-Foundation	Continuous concrete slab or brick foundation.



c. Detailing	
Element	**Standards**
A-Exterior	Rough textures stucco. Rusticated rock-faced concrete block. Awnings, canopies, cornice, cast concrete detailing, decorative brick work, such as corbeling.
B-Doors	Limited palette of door sizes French doors on the first floors to allow visibility to the shopfronts. Transom windows above the first-floor doors.
C-Windows	Fixed plate glass display windows on the first floor. Double-hung sash windows in the upper floors. Vertically proportioned and aligned; when grouped, the masonry openings may be square or horizontal
D-Porch	Usually on the upper floors, overlooking the street.



d. Examples	
Photo	**Description**
	**Main Street Building on Clematis Street in West Palm Beach, FL** **Characteristics:** An example finished in brick, facade composed of a series of vertically proportioned bays containing storefronts and second story offices, same window sizes are used singularly or grouped in two. Ornamentation in the lintels and brick detail of the parapet cornice line.
	**Mixed-Use Main Street Building on Park Ave in Winter Park, FL** **Characteristics:** This Main Street Vernacular example has a symmetrical facade comprised of three bays, with the center emphasizing entry to the store. Ornamentation is limited to a simple cornice line between the first and second stories and an articulated parapet. Shade is provided from awnings and street trees.
	**Main Street Buildings in Cairo, GA** **Characteristics:** These mixed-use buildings are good examples of the American Mercantile architectural style which is found in many historic main streets and commercial centers. The facades are typically three bay compositions. Ornamentation includes decorative brick work, an articulated parapet wall, and traditional storefronts with awnings.
	**Main Street Buildings in Baldwin Park in Orlando, FL** **Characteristics:** These two and three story buildings contains stores on the first story and residences and offices on the upper floors. These more modern facades feature simple materials, a series of storefronts and regularly spaced, vertically proportioned windows with shutters and/or awnings on the second story

Section 7.6. Allowances to Regulatory Height Limits

The regulatory height of the habitable portions of buildings is controlled by the building types and height limitations listed in Articles 3 Zoning Regulating Districts and 5 Planned Development. Building height is also defined in Article 19, Section 19.4. General Definitions under "Building Height (Regulatory)". The allowances to regulatory building heights are measured from the regulatory building height, are not additive, and shall be permitted as follows:

(a). **Rooftop Equipment Areas.** Equipment and enclosures for equipment necessary for the operation of the building including mechanical attics, elevator/stair towers, chimneys, ventilators or other similar equipment or enclosures shall be permitted under the following conditions:

(1). Maximum height: 10 feet

(2). Minimum setback from building street façade(s): 10 feet

(3). Materials for any enclosure or equipment must be consistent with the building façade or roof.

(b). **Architectural Features.** To ensure a varied skyline the following architectural features shall be permitted under the conditions specified:

(1). **Parapet Walls.** Decorative parapet walls typically extending above a flat (low slope) roof are limited to:

a. Maximum height: 10 feet
b. Minimum setback from any building façade: 0 feet

(2). **Pitched Roof Forms.** Decorative pitched roofs including mansard roofs typically extending above a flat (low slope) roof are limited to:

a. Maximum height: 12 feet
b. Minimum setback from any building façade: 0 feet

(3). **Rooftop Amenities.** Rooftop amenities shall be permitted under the following conditions:

a. Open areas, such as patios, pools and similar features:

1. Maximum height: 10 feet
2. Minimum setback from any building façade: 0 feet

b. Open air roofed structures, such as pergolas, outdoor kitchens, and similar structures:

1. Maximum height: 10 feet
2. Minimum setback from building street façade(s): 0 feet
3. Maximum roof area coverage: 40 percent

c. Associated enclosed (indoor) spaces, such as elevator/stair lobbies, restroom facilities, and other similar indoor spaces not intended for habitation shall be permitted under the following conditions:

1. Maximum height: 10 feet
2. Minimum setback from building street façade(s): 0 feet
3. Maximum roof area coverage: 40 percent

(4). **Tower Features.** Architectural tower features including spires, belfries, turrets and other similar spaces not intended for habitation shall be permitted under the following conditions:

a. Maximum height: 20 feet
b. Minimum setback from building street façade(s): 0 feet
c. Maximum roof area coverage: 20 percent

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Section 10.6 Parking in the TPG Zoning District

To encourage the continuing revitalization of the City's TPG (Traditional Punta Gorda) Zoning District, the citywide on-site parking requirements are reduced for TPG land as follows:

(a). The parking ratios in Table 10.6 establish the minimum parking required for land uses in the various regulating districts in the TPG zoning district:

Table 10.6: Parking Ratios in the TPG Zoning District

Land Use	Downtown Core: Lots < 20,000 sq. ft.[1]	Downtown Core: Lots ≥ 20,000 sq. ft.[2]	All Other Regulating Districts[2]
Residential	1.5 space per dwelling unit	1.5 space per dwelling unit	2 spaces per dwelling unit
Office & Retail	1 space per 1,000 sq. ft.	1 space per 1,000 sq. ft.	1 space per 500 sq. ft.
Institutional/ Medical/ Government			25% Reduction to Required Parking per Section 10.7(b)
Industrial	N/A	N/A	1 space per 4,000 sq. ft.
Marina	N/A	1 space per 2 boat slips	1 space per 2 boat slips

[1]Any required parking space may be provided off site or by fee-in lieu through agreement approved by City Council or designee.
[2]Development sites in the TPG which may be eligible for additional building height and residential density are subject to the Development Mitigation requirements of Article 3, which include additional Public Parking requirements and related agreements.

(b). For non-residential uses, existing or newly created on-street public parking directly abutting or within 600 feet of the development site may be counted toward fulfilling the on-site minimum parking requirement. For residential uses, only newly created on-street parking abutting or within 600 feet of the development site may be counted.

(c). No on-site parking spaces are required for non-residential use that occupies less than 1,000 square feet of floor area.

(d). Other parking adjustments allowed by this article may also be used in the TPG zoning district, for instance the adjustments for off-site parking areas and for shared off-street parking in Sections 10.4.

(e). In the TPG zoning district, existing buildings which were legally constructed without the provision of on-site parking and infill housing on existing lots of record will be considered conforming as to parking. Such buildings are eligible for change of use and renovation without providing additional parking.

Section 10.7. Parking Ratios for all Zoning Districts outside of the TPG Zoning District

The parking recommendations as listed in the most recent Institute of Transportation Engineers (ITE) Parking Generation Manual for the associated land use may be substituted for specific uses in lieu of parking requirements listed herein upon approval of said request by the Zoning Official or designee. Supporting documentation from the ITE Parking Generation Manual shall be required to be submitted as part of the permit application. In the absence of alternate parking recommendations, the minimum parking ratios below shall apply except where other sections of this article allow adjustments to these ratios.

(a). **Residential**

(1). Apartment/Multi-family – 2 per dwelling unit
(2). Attached and Detached Homes - 2 per dwelling unit
(3). Workforce and Affordable Housing – 1 to 1.5 spaces per dwelling unit

(b). **Institutional/Medical/Government**

(1). Institutions of higher learning – 1.5 per 2 students and 1 per 2 residents
(2). High schools – 1.5 per 5 students
(3). All other schools – 1.5 per classroom
(4). Government and Civic institutions – 1 per 300 square feet and/or 1 per 4 seats of meeting area
(5). General health – 1.2 per bed
(6). Religious and cultural facilities – 1 per 4 seats
(7). Civic / Social / Fraternal organizations – 1 per 200 square feet and/or 1 per 4 seats
(8). Adult care and group home – 1 per 3 residents
(9). Assisted Living/Nursing Homes, Long Term Care Facility - 1 per 4 beds and 1 per employee
(10). Childcare – 1 per 10 children

(c). **Office and Retail**

(1). Offices – 1 per 400 square feet

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PUBLIC HEARING AGENDA
(Quasi-Judicial and Legislative)

Title: **LEGISLATIVE:** ZA-04-2025 - An Ordinance of the City of Punta Gorda, Florida, amending Chapter 26, Punta Gorda Code, the City of Punta Gorda Land Development Regulations, to improve efficiency in review of development applications and to update other affected sections; amending Article 3, Regulating Districts, Section 3.5(a), GM, General Multi-Family Residential District - Permitted Principal Uses and Structures, and Section 3.20(a), EPCO, Emerald Pointe Condominium Overlay District - Permitted Principal Uses and Structures; amending Article 5, Planned Development, Section 5.9(b), Procedures - Planned Development [PD] Plans; amending Article 8, Standards of General Applicability, Section 8.6, Live-Aboard Boats, Houseboats, and Other Watercraft, Section 8.17(b), Underground Utilities - Distribution Systems, and Section 8.28, Pedi-Cabs and Horse Drawn Carriages; amending Article 10, Parking and Loading, Section 10.3(l), Parking Specifications - Distribution Systems; amending Article 12, Landscaping Standards, Section 12.4(c), Types of Landscaping - Street Tree Canopy; amending Article 15, Review Authorities, Section 15.2, Development Review Committee [DRC]; amending Article 16, Section 16.4(b), Application for Concurrency - Concurrency Review, Section 16.4(e), Application for Concurrency - Capital Improvements Program Review, and Section 16.6, Application for Development Plan; amending Article 19, Definitions, Section 19.3(145), Definitions- Marina; providing a savings clause; providing for non-codification and scrivener's errors; providing for conflicts; providing for severability; and providing an effective date. **FIRST READING.**

Funds:

Recommended Action: Staff and the Planning Commission both recommend approval of the proposed amendments.

Summary: Proposed amendments to the City of Punta Land Development Regulations, Chapter 26 of the Punta Gorda Code, related to the review process of development plan applications and other items that require the same level of review and interdepartmental coordination.
The Planning Commission recommended approval of the proposed ordinance at their December 22, 2025, meeting.

Department/Division: Urban Design

EXHIBITS:

1. ZA-04-2025 Staff Report
2. ZA-04-2025 Draft Ordinance
3. ZA-04-2025 Business Impact Estimate

PROPOSED TEXT AMENDMENT
STAFF REPORT

TO: City Council

FROM: Rachel Barry, Zoning Official

HEARING DATE: January 14, 2025

RE: ZA-04-2025

Request:

ZA-04-2025: Proposed amendments to the City of Punta Land Development Regulations, Chapter 26 of the Punta Gorda Code, related to the review process of development plan applications and other items that require the same level of review and interdepartmental coordination.

Hearing Minutes and Board Recommendation(s):

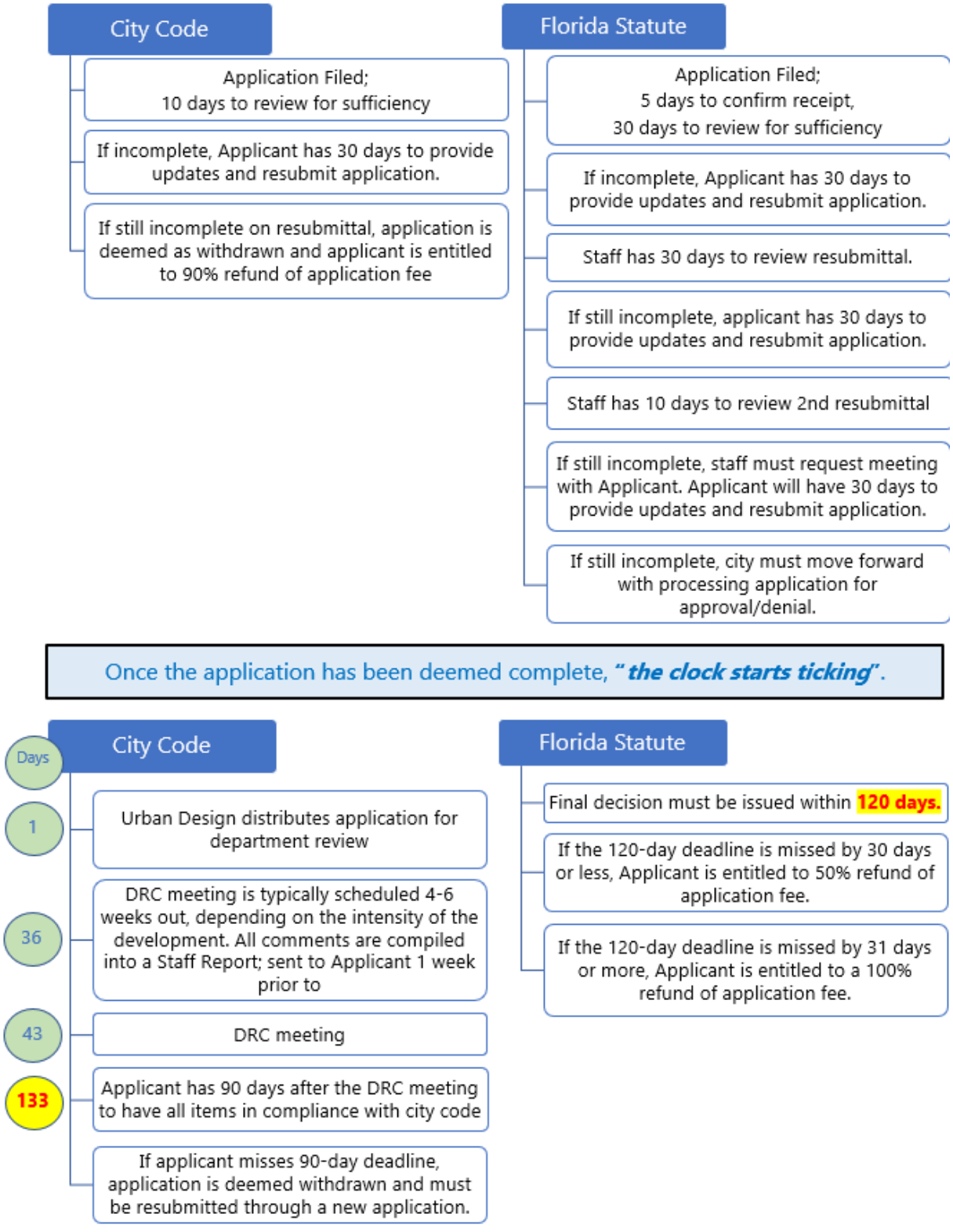
The Planning Commission heard the proposed amendments on Monday, December 22, 2025, and unanimously recommended approval.

Supplemental Material/Issue Analysis Report:

Amendments are proposed to Chapter 26 [when viewing this document electronically, click the blue underlined text and it will open in a web browser for cross referencing], Land Development Regulations (LDRs), Punta Gorda Code (Code), to update processes related to development plan applications, as well as other sections affected by the proposed amendments. The Development Review Committee (DRC) will not be dissolved; it will remain in place with all other duties and responsibilities outlined in Section 15.2, LDRs.

Development plan applications are generally required for any development other than single-family or two-family residential dwellings. To improve the efficiency in the city's process and to ease/prevent delays in site plan approvals, amendments are proposed that will allow staff members to review applications in a unified manner instead of each department reviewing their respective portions "in silos". Additionally, Florida Statutes §

166.033 contains specific timelines by which any delays in processing the application may negatively affect the city, such as, but not limited to, refunding the entire application fee. For example:



If the amendments are approved, the new process will be quite similar to the current process, with the exception of the application not being heard before the DRC in a public meeting. After department review, staff would meet with the applicant in a similar manner as Design Studio appointments to review any portions of the project that do not comply with the Code, if necessary. In an effort to not lose any transparency of incoming/ongoing applications, staff has proposed to include information on the City website that will identify all active applications on file.

This staff report will summarize the amendments and provide brief explanations for clarity; the following paragraph numbers correlate to the paragraph numbers found in the draft ordinance.

I. *Section 3.5(a), "GM, General Multi-Family Residential District,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

   Minor change replacing "DRC approval" with "development plan approval".

II. *Section 3.20(a), "EPCO, Emerald Pointe Condominium Overlay District,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

   Minor change replacing "DRC approval" with "development plan approval".

III. *Section 5.9(b), "Procedures,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

   Planned Development applications will be reviewed by all city departments typically involved in development review, as well as any other applicable agency or entity, and all comments will be included in the Staff Report provided to the applicant and to the board(s)/Council as part of the public hearing process.

IV. *Section 8.6, "Live-Aboard Boats, Houseboats, and Other Watercraft,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

Applications will be reviewed by all city departments typically involved in development review, as well as any other applicable agency or entity, and all comments will be included in the Staff Report provided to the applicant and to the board(s)/Council as part of the public hearing process.

V. *Section 8.17(b), "Underground Utilities,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

Minor change replacing "DRC" with "staff review", as well as mandating the factors listed in this subsection are to be considered by staff when reviewing requests.

VI. *Section 8.28, "Pedi-Cabs and Horse Drawn Carriages,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

Replacing "DRC review and approval" with "staff review", requiring departments to provide comments in writing to the Zoning Official. The appeal process would be updated to match the typical administrative appeal process where the request is first heard before the Board of Zoning Appeals before going to City Council for a final determination.

VII. *Section 10.3(l ["L"]), "Parking Specifications,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

Minor change replacing "DRC approval" with "development plan approval".

VIII. *Section 12.4(c), "Types of Landscaping,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

Minor change replacing "DRC approval" with "development plan approval".

IX. *Section 15.2, "Development Review Committee [DRC],"* is amended to clarify what items or applications will be brought before the DRC.

The amendments are to clarify that certain items will continue to be heard in public meeting before the DRC, and correcting job titles.

X. *Section 16.4(b), "Application for Concurrency,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

Replacing "DRC" with "City Manager" with respect to notification of capacity for any of the seven public facilities and services. Each of the departments who maintain or are responsible for public facilities and services will be part of the review process.

XI. *Section 16.4(e), "Application for Concurrency,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance).

Minor change replacing "DRC" with "staff review members", and replacing the "chairman" with the "Planning Director".

XII. *Section 16.6, "Application for Development Plan,"* is amended to outline a review process for development plan applications that does not require the application to go before the DRC.

All requirements for submitting a development plan application will remain the same; the only change would be how the application is reviewed. Waiting to discuss comments at the DRC meeting could cause delays in updating the application, which is inefficient for both the applicant and staff, adopting these amendments will allow departments to cross review and work together toward solutions that work for all departments.

XIII. *Section 19.3(145), "Definitions,"* is amended to clarify the proposed review process outlined in Sections 15.2 and 16.6, LDRs (paragraphs IX and XII of this staff report and the draft ordinance)

Minor change replacing "DRC" with "staff review".

CITY OF PUNTA GORDA, FLORIDA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PUNTA GORDA, FLORIDA, AMENDING CHAPTER 26, PUNTA GORDA CODE, THE CITY OF PUNTA GORDA LAND DEVELOPMENT REGULATIONS, TO IMPROVE EFFICIENCY IN REVIEW OF DEVELOPMENT APPLICATIONS AND TO UPDATE OTHER AFFECTED SECTIONS; AMENDING ARTICLE 3, REGULATING DISTRICTS, SECTION 3.5(A), GM, GENERAL MULTI-FAMILY RESIDENTIAL DISTRICT - PERMITTED PRINCIPAL USES AND STRUCTURES, AND SECTION 3.20(A), EPCO, EMERALD POINTE CONDOMINIUM OVERLAY DISTRICT - PERMITTED PRINCIPAL USES AND STRUCTURES; AMENDING ARTICLE 5, PLANNED DEVELOPMENT, SECTION 5.9(B), PROCEDURES - PLANNED DEVELOPMENT [PD] PLANS; AMENDING ARTICLE 8, STANDARDS OF GENERAL APPLICABILITY, SECTION 8.6, LIVE-ABOARD BOATS, HOUSEBOATS, AND OTHER WATERCRAFT, SECTION 8.17(B), UNDERGROUND UTILITIES - DISTRIBUTION SYSTEMS, AND SECTION 8.28, PEDI-CABS AND HORSE DRAWN CARRIAGES; AMENDING ARTICLE 10, PARKING AND LOADING, SECTION 10.3(L), PARKING SPECIFICATIONS - DISTRIBUTION SYSTEMS; AMENDING ARTICLE 12, LANDSCAPING STANDARDS, SECTION 12.4(C), TYPES OF LANDSCAPING - STREET TREE CANOPY; AMENDING ARTICLE 15, REVIEW AUTHORITIES, SECTION 15.2, DEVELOPMENT REVIEW COMMITTEE [DRC]; AMENDING ARTICLE 16, SECTION 16.4(B), APPLICATION FOR CONCURRENCY - CONCURRENCY REVIEW, SECTION 16.4(E), APPLICATION FOR CONCURRENCY - CAPITAL IMPROVEMENTS PROGRAM REVIEW, AND SECTION 16.6, APPLICATION FOR DEVELOPMENT PLAN; AMENDING ARTICLE 19, DEFINITIONS, SECTION 19.3(145), DEFINITIONS – MARINA; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Punta Gorda has an established Development Review Committee (DRC), consisting of city staff appointed to serve on the committee; and

WHEREAS, the DRC reviews various permits and applications in public meetings in accordance with the City's Land Development Regulations; and

WHEREAS, members appointed to boards or committees are subject to the Sunshine Law of the State of Florida, and are prohibited from discussing items outside of the public meeting that may come before the board or committee for action; and

WHEREAS, the City of Punta Gorda holds Design Studio appointments for members of the community to meet with staff from several departments, and often times the purpose for the appointment is to discuss the requirements for a proposed development; and

WHEREAS, many staff members in attendance during Design Studio appointments are also members of the DRC; and

WHEREAS, the City of Punta Gorda continues to see growth and development in and around the City, increasing the demand on the City's infrastructure and public facilities; and

WHEREAS, it is imperative for staff reviewing proposed developments to be able to discuss technical details or questions or other matters related to a permit or application prior to the DRC meeting to prevent or reduce delays and increase efficiency and accuracy in development review; and

WHEREAS, to effectuate the necessity of amending development review processes, it will be necessary to adopt amendments to the provisions of the City's Land Development Regulations; and

WHEREAS, the City Council has determined that the regulations adopted herein are not more restrictive nor burdensome than the regulations being amended, and that the regulations adopted herein are not more restrictive nor burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order, to the extent that those terms are defined by Section 163.3164, Florida Statutes, than the procedures being amended; and

WHEREAS, pursuant to the provisions of Section 163.3194(2), Florida Statutes, the City of Punta Gorda Planning Commission, serving as the Local Planning Agency for the City of Punta Gorda, Florida, has reviewed the regulations proposed herein and has found said regulations to be consistent with the adopted Comprehensive Plan of the City of Punta Gorda.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, THAT:

I. Chapter 26, Article 3, Section 3.5(a), Punta Gorda Code "GM, General Multi-Family Residential District," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words <u>underlined</u> are additions.]

(a) Permitted Principal Uses and Structures

(1) through (2) No change.

(3) Multi-family dwellings [requires ~~DRC~~ <u>development plan</u> approval].

(4) Cluster housing [requires ~~DRC~~ <u>development plan</u> approval].

II. Chapter 26, Article 3, Section 3.20(a), Punta Gorda Code "EPCO, Emerald Pointe Condominium Overlay District," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words <u>underlined</u> are additions.]

(a) Permitted Principal Uses and Structures

(1) and (2) No change.

(3) Multi-family dwellings [requires ~~DRC~~ <u>development plan</u> approval].

(4) Cluster housing [requires ~~DRC~~ development plan approval].

III. Chapter 26, Article 5, Section 5.9(b), Punta Gorda Code "Procedures," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(b) Planned Development [PD] Plans. A PD Plan is the detailed development plan for the proposed planned development and must cover all of the land area to be included in the planned development.

(1) Application Filing. PD Plan applications shall be filed with the Urban Design Division. The required application form must be completed and signed by the applicant and owner/s of the property. Upon receipt of an application, the Zoning Official shall acknowledge acceptance or rejection of the application in writing within ten working days from the date of submittal. Upon acceptance of a completed application, the application shall be forwarded ~~to the DRC and applicable review agencies~~ for staff review and comment. Once all comments have been received by the Urban Design Division, comments generated shall be forwarded to the applicant.

(2) through (7) No change.

IV. Chapter 26, Article 8, Section 8.6, Punta Gorda Code "Live-Aboard Boats, Houseboats, and Other Watercraft," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

Section 8.6 Live-Aboard Boats, Houseboats, and Other Watercraft

Living aboard is prohibited in any district except as provided in the MP zoning district or within a marina approved by the City Council in accordance with the following procedures and standards. All applications for approval of live-aboard marinas shall be filed with the Urban Design Manager in a form prescribed by the Manager, accompanied by such plans and specifications as may be required. If upon preliminary examination of the application the Manager finds that the proposed marina will meet all the requirements of this Ordinance, he shall forward the plans ~~to the Development Review Committee for their approval so that the~~ for staff review and comment for inclusion in the staff report presented at the public hearing(s). The City Clerk shall cause the matter ~~of approval~~ to be set for public hearings by the Planning Commission and the City Council and shall advertise notice thereof in a newspaper of general circulation within the City not less than 15 days before the date set for public hearings by the Planning Commission and 30 days for the City Council.

(a) through (c) No change.

V. Chapter 26, Article 8, Section 8.17(b), Punta Gorda Code "Underground Utilities," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(b) Distribution Systems. All distribution systems, whether wire, pipeline, coaxial, fiber-optic cable or other, shall be underground unless unfeasibility of such installation has been documented and the documentation accepted as satisfactory ~~by the Development Review Committee (DRC)~~ through staff review. In making this decision on the adequacy of the documentation and appropriateness of the request, ~~the DRC shall consider~~ the following factors shall be considered:

(1) through (10) No change.

VI. Chapter 26, Article 8 Section 8.28, Punta Gorda Code "Pedi-Cabs and Horse Drawn Carriages," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(a) and (b) No change.

(c) Application for permit; approval, denial of application; permit fee.

(1) No change.

(2) Upon receipt and acceptance of a complete application for a permit, the Zoning Official shall forward copies of the application ~~to the Development Review Committee (DRC) for review and approval~~ for staff review. Each staff review member ~~of the DRC~~ shall evaluate the application for public health, safety and welfare concerns as may pertain to his or her department for reasonable assurances that the requirements of this Section can be satisfied by the applicant. ~~The DRC~~ Each staff review member shall advise the Zoning Official of their ~~action~~ findings and recommendation, in writing, with respect to each application for permit.

(3) through (5) No change.

(d) Appeal.

(1) Any applicant aggrieved by any decision or requirements of the ~~Development Review Committee~~ staff review may within 30 days after receipt of written notice of said decision, appeal in writing to the Zoning Official who shall schedule a hearing thereon at the next regularly scheduled Board of Zoning Appeals (BZA) meeting for a recommendation to the City Council ~~meeting~~. At the hearings before the BZA and City Council, the applicant shall have the burden of demonstrating why the decision should be reversed or modified. Based upon the evidence, testimony and argument present at said hearing, City Council may reverse or affirm, wholly or in part, or may modify the decision.

(e) No change.

(f) Renewal of permits; lost, destroyed permits; permits non-transferable; replacements and substitutions; dormant permits.

(1) Permittees may seek renewal of their permits from year to year; provided that permittee is in full compliance with the provisions of this Article and such other ordinances, rules and regulations as shall be enacted or adopted from time to time by the City and applies for the renewal no later than 30 days prior to the expiration of the permit for which renewal is sought. Applications for renewal must be approved ~~by the DRC~~ through staff review prior to the renewal of the permit. Renewal of the permit shall be issued by the Zoning Official upon payment of the applicable permit fee.

(2) through (4) No change.

(g) No change.

(h) Prohibitions. No permittee or agent or employee thereof shall:

(1) through (7) No change.

(8) Operate a non-motorized vehicle for hire upon the sidewalk portion of a public right-of-way unless specifically approved ~~at DRC~~ during the application review process.

(9) through (13) No change.

(i) through (p) No change.

VII. Chapter 26, Article 10, Section 10.3(l ["L"]), Punta Gorda Code "Parking Specifications," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(l ["L"]) Vehicular interconnection. Non-residential parking areas on adjacent lots shall be connected wherever practicable.

(1) No change.

(2) Requirements. For uses requiring ~~DRC~~ development plan approval ~~of site plans~~ the following shall apply:

a. through d. No change.

VIII. Chapter 26, Article 12, Section 12.4(c), Punta Gorda Code "Types of Landscaping," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(c) Street Tree Canopy. A tree canopy shall be required along all streets serving multi-family and non-residential uses as a unifying element to soften the transition from the public street to the private yard. Trees shall be spaced 35 feet on-center depending on the growth habit of the species, within the public right-of-way and within 6 feet of the property line.

(1) No change.

(2) No street tree shall be planted closer than 30 feet of any street corner, 10 feet of any fire hydrant or within 5 lateral feet of any overhead

utility wire, underground water line, sewer line, transmission line or other utility without ~~Development Review Committee~~ staff review approval.

(3) No change.

IX. Chapter 26, Article 15, Section 15.2, Punta Gorda Code "Development Review Committee [DRC]," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

The body established by City Council for the review of various applications or requests as detailed in this Chapter ~~for development and subdivision of property~~.

(a) Powers and Duties. The Committee shall have the following powers and duties under this Ordinance.

(1) Responsible for determining and enforcing zoning, land development, and Code requirements, as they pertain to ~~development issues within the City~~ the applications and/or other items that come before the Committee.

(2) The DRC shall be composed of City staff members, including the ~~Community Development~~ Planning Director, ~~Chief~~ Building Official, Zoning Official, Public Works Director, Police Chief, Fire Chief, and Utilities Director~~;~~, or their designees, and other representation as may be required by the City Manager.

(b) Procedures. All meetings shall be open to the public and shall be conducted in accordance with the rules of procedure adopted by the City Council. Such rules of procedure may be amended by the City Council upon recommendation of the Committee. Any rules of procedure adopted shall be kept on file in the City Clerk's Office and shall be made available to the public at any meeting or hearing of the Committee. The City Clerk or designee is authorized to administer oaths to any witnesses in any matter coming before the Committee.

(c) Meeting Minutes. The Committee shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members, its resolutions, findings, recommendations and actions. The minutes shall be a public record.

(d) Staff. The Planning Director ~~of Community Development~~ or his/her designated appointee shall serve as Chairman of the Committee and provide technical assistance as requested.

(e) Quorum and Vote Required. A quorum of the Committee, necessary to conduct any business, shall consist of 4 members. The concurring vote of a majority of the members of the Committee, present for the hearing, shall be necessary in order to take any action on any matter.

X. Chapter 26, Article 16, Section 16.4(b), Punta Gorda Code "Application for Concurrency," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(b) Concurrency Review. The Zoning Official through review and approval by the responsible department shall initiate the review to certify that public facilities and services will be available concurrent with the impacts generated by the proposed development. Specifically, the Zoning Official shall proceed as follows with the review:

(1) through (3) No change.

(4) Certify that the new capacity of the seven public facilities and services is not below zero. At such time the available capacity for any of the seven public facilities is less than 25 percent of the total capacity of the facility, then the ~~Development Review Committee (DRC)~~ City Manager shall be alerted to this fact [i.e., sewer plant total capacity equals 4,000,000 gallons per day, and the current available capacity equals 0.25 times 4,000,000, or 1,000,000 gallons per day]. If the available capacity of any of the seven public services falls below this 25 percent level then all concurrency shall be granted at the time a building permit is issued for the development. There shall be no reservation of capacity at the time of final development plan approval.

(4) through (6) No change.

XI. Chapter 26, Article 16, Section 16.4(e), Punta Gorda Code "Application for Concurrency," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(e) Capital Improvements Program Review. In order to ensure that proposed capital improvement projects are being planned to meet the concurrency requirements outlined in this Section, ~~the DRC~~ staff review members shall draft and review the City's 5-year capital improvements program [CIP]. Following the ~~Development Review Committee's~~ drafting of the CIP, the ~~chairman~~ Planning Director shall forward it to the Planning Commission for their review and amendment.

XII. Chapter 26, Article 16, Section 16.6, Punta Gorda Code "Application for Development Plan," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

Sec. 16.6 Application for Development Plan

There shall be no development activity until a Development Plan approval letter is issued by the Zoning Official verifying concurrence with the requirements of this Ordinance. Development Plan approval shall also be required for all land use requests and other action which would in effect grant permission for the use of land. If it is determined by the Zoning Official and/or ~~the Development Review~~

~~Committee (DRC)~~ other staff members responsible for reviewing development plan applications that physical or environmental problems may exist, they may, at their discretion, ask for additional reports from the developer. However, any staff member ~~of the DRC~~ reviewing the application may require additional information not specified herein, when it serves the health, safety or welfare of the community or is deemed pertinent to the approval.

(a) Procedure. Where approval of a Development Plan is required prior to the issuance of a building permit, such Development Plan shall be submitted to the Zoning Official. The Zoning Official shall circulate the Development Plan ~~to the DRC,~~ for staff review and comments. The ~~recommendations of the DRC~~ staff comments along with all pertinent comment and criticism shall be submitted to the Zoning Official. Prior to issuance of the final approval letter, final complete CAD Deliverables reflecting the final approved plans, including all boundary and property lines, all utilities (lines, hydrants, etc.) and the topographic survey shall be delivered to the Zoning Official as individual layers. CAD Deliverables shall include 2 points tied to the Stateplane Florida West-Zone 3626, Datum: NAD83, Units: meters. The points, datum and units may be amended as needed by the Urban Design Division. Development Plan approval shall be valid for a period of one year, and shall in effect reserve any existing water, sewer, solid waste removal, drainage, park, and roadway capacities needed to meet the needs of the approved project for the same one-year period.

(b) through (e) No change.

(f) Building Department Findings. Before any Development Plan shall be approved, approved with changes, or denied, the Building Official or designee shall make a written finding that the following standards have been met:

(1) through (3) No change.

(4) ~~DRC~~ Staff review evaluations/approvals do not vest building permit approval.

(g) No change.

XIII. Chapter 26, Article 19, Section 19.3(145), Punta Gorda Code "Definitions," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

(145) MARINA

Marina means the placement and construction of structure and facilities on a parcel of land intended to establish as the principal use of such land the lease, rental or sale of boat docks located in a directly abutting Marine Park (MP) zoning district. All marinas shall at a minimum provide for permanent, on-site amenities to include: Restroom facilities, shelter from inclement weather, phone service, water and sewer service, trash collection, security lighting, emergency vehicle access and such other amenities as shall be required by ~~the Development Review Committee~~ staff review. All

marinas must meet the development standards contained in these zoning regulations (e.g. lot size, lot width, lot depth, etc.) The following definitions are the types of marinas permitted by this code.

(a) and (b) No Change.

XIV. SAVINGS CLAUSE. It is the declared intent of the City Council that, if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

XV. SCRIVENER'S ERRORS. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Manager and City Attorney, may be corrected.

XVI. CONFLICTS. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed to the extent of such conflict.

XVII. SEVERABILITY. If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

XVIII. This Ordinance shall take effect immediately upon its adoption.

ADOPTED in regular session of the City Council of the City of Punta Gorda, Florida this ___ day of _____, 2026.

ATTEST: _____
DEBORAH LUX, Mayor

_____
SARA WELCH, City Clerk

APPROVED AS TO FORM AND CONTENT:

_____
STEPHEN LESKOVICH, ESQ., Interim City Attorney
Bar # 194840

Ordinance Business Impact Estimate
Florida Statutes, Section 166.041(4)

ORDINANCE NUMBER: _____

ORDINANCE TITLE:

ZA-04-2025 – An Ordinance of the City of Punta Gorda, Florida, amending Chapter 26, Punta Gorda Code, the City of Punta Gorda Land Development Regulations, to improve efficiency in review of development applications and to update other affected sections; amending Article 3, Regulating Districts, Section 3.5(a), GM, General Multi-Family Residential District - Permitted Principal Uses and Structures, and Section 3.20(a), EPCO, Emerald Pointe Condominium Overlay District - Permitted Principal Uses and Structures; amending Article 5, Planned Development, Section 5.9(b), Procedures - Planned Development [PD] Plans; amending Article 8, Standards of General Applicability, Section 8.6, Live-Aboard Boats, Houseboats, and Other Watercraft, Section 8.17(b), Underground Utilities - Distribution Systems, and Section 8.28, Pedi-Cabs and Horse Drawn Carriages; amending Article 10, Parking and Loading, Section 10.3(l), Parking Specifications - Distribution Systems; amending Article 12, Landscaping Standards, Section 12.4(c), Types of Landscaping - Street Tree Canopy; amending Article 15, Review Authorities, Section 15.2, Development Review Committee [DRC]; amending Article 16, Section 16.4(b), Application for Concurrency - Concurrency Review, Section 16.4(e), Application for Concurrency - Capital Improvements Program Review, and Section 16.6, Application for Development Plan; amending Article 19, Definitions, Section 19.3(145), Definitions – Marina; providing a savings clause; providing for non-codification and scrivener's errors; providing for conflicts; providing for severability; and providing an effective date.

SUMMARY:

Proposed amendments to the City of Punta Land Development Regulations, Chapter 26 of the Punta Gorda Code related to the review process of development plan applications.

MEETING DATE:

Planning Commission – December 22, 2025;
City Council, First Reading – January 14, 2026; City Council, Adoption – January 29, 2026.

FISCAL IMPACT:

- A summary of the proposed ordinance, including a statement of the public purpose to be served by the proposed ordinance, such as serving the public health, safety, morals, and welfare of the municipality.
- An estimate of the direct economic impact of the proposed ordinance on private for-profit businesses (the "Businesses") in the City of Punta Gorda's jurisdiction, including the following, if any:
  - An estimate of direct compliance costs such Businesses may reasonably incur if the Ordinance is enacted: _____;
  - Identification of any new charge or fee on Businesses subject to the proposed Ordinance or for which such businesses will be financially responsible _____; and
  - Estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed to cover such costs.
    Costs: _____ Revenues from Fees: _____
- A good faith estimate of the number of Businesses likely to be impacted by the Ordinance: _____.
- Any additional information the governing body determines may be useful.

_X_ A Fiscal Impact Estimate is not necessary because the proposed Ordinance is enacted to implement one of the following:

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- **The proposed ordinance is enacted to implement the following:**
  - **a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;**
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PUBLIC HEARING AGENDA
(Quasi-Judicial and Legislative)

Title: **LEGISLATIVE:** ZA-05-2025 - An Ordinance of the City of Punta Gorda, Florida, Amending Chapter 9A, Punta Gorda Code, the City of Punta Gorda Enforcement Code, to establish requirements and procedures for a Special Magistrate; providing a savings clause; providing for non-codification and scrivener's errors; providing for conflicts; providing for severability; and providing an effective date. **FIRST READING.**

Funds:

Recommended Action: Staff recommends approval of the request at first reading.

Summary: Proposed amendments to Chapter 9A, Code Enforcement, of the Punta Gorda Code, to establish requirements and procedures for a Special Magistrate.
The Planning Commission recommended approval of the proposed ordinance at their December 22, 2025, meeting and recommended incorporation of language to allow for trained volunteers to assist with municipal code enforcement.

Department/Division: Urban Design

EXHIBITS:

1. ZA-05-2025 Staff Report
2. ZA-05-2025 Draft Ordinance
3. ZA-05-2025 Business Impact Estimate

PROPOSED TEXT AMENDMENT
STAFF REPORT

TO: City Council

FROM: Rachel Barry, Zoning Official

HEARING DATE: January 14, 2025

RE: ZA-05-2025

Request:

ZA-05-2025: Proposed amendments to Chapter 9A, Code Enforcement, of the Punta Gorda Code, to establish requirements and procedures for a Special Magistrate.

Hearing Minutes and Board Recommendation(s):

The Planning Commission heard the proposed amendments on Monday, December 22, 2025, and unanimously recommended approval.

Supplemental Material/Issue Analysis Report:

Amendments are proposed to Chapter 9A [when viewing this document electronically, click the blue underlined text and it will open in a web browser for cross referencing], Code Enforcement, of the Punta Gorda Code, to establish requirements and procedures for a Special Magistrate. The Code Enforcement Board is not being eliminated; the proposed updates are only intended to provide the city more than one option to utilize for enforcing the code.

Florida Statutes, Chapter 162, outlines code enforcement processes and requires the City of Punta Gorda to have a seven-member Code Enforcement Board (Board) or a Special Magistrate. The city currently utilizes a Board and provides for legal counsel to represent the Board, as well as the city attorney to represent the city. A Special Magistrate would be required to be a licensed attorney in the State of Florida; as such, additional counsel to represent a Special Magistrate would not be necessary. Staff reviewed agreements established in several surrounding jurisdictions and noted hourly compensation rates ranging between $175.00 to $225.00. While the Board counsel's hourly rate is nominally above that range, the city would need to consider the overall benefits of having a Board or a Special Magistrate; not just financial costs.

CITY OF PUNTA GORDA, FLORIDA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PUNTA GORDA, FLORIDA, AMENDING CHAPTER 9A, PUNTA GORDA CODE, THE CITY OF PUNTA GORDA ENFORCEMENT CODE, TO ESTABLISH REQUIREMENTS AND PROCEDURES FOR A SPECIAL MAGISTRATE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Chapter 162, outlines general procedures for the enforcement of municipal codes throughout the State of Florida; and

WHEREAS, the City has established procedures for enforcing the Punta Gorda Code, outlined in Chapter 9A, pursuant to Florida Statutes, Chapter 162; and

WHEREAS, the City utilizes a seven-member Code Enforcement Board to hear matters regarding violations of the Punta Gorda Code; and

WHEREAS, Florida Statutes, Chapter 162, also provides for the utilization of a Special Magistrate in place of a Code Enforcement Board; and

WHEREAS, the City has determined that having multiple avenues for enforcement provides for the most efficient processing of alleged violations; and

WHEREAS, establishing provisions for a Special Magistrate would allow the City to have multiple avenues for enforcement procedures for the most efficient processing of alleged violations; and

WHEREAS, the City Council has determined that the regulations adopted herein are not more restrictive nor burdensome than the regulations being amended, and that the regulations adopted herein are not more restrictive nor burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order, to the extent that those terms are defined by Section 163.3164, Florida Statutes, than the procedures being amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, THAT:

I. Chapter 9A Article I, Section 9A-3 "Definitions," is hereby amended to add the following definition, to be listed in alphabetical order: [Words ~~stricken~~ are deletions; words <u>underlined</u> are additions.]

Chapter 9A. CODE ENFORCEMENT

ARTICLE I GENERAL

Section 9A- 1. Title

This Chapter shall be known as the "City of Punta Gorda Enforcement Code".

Section 9A- 2. Intent

(a) It is the intent of this Chapter to promote, protect, and improve the health, safety, and welfare of the citizens of the City of Punta Gorda, Florida by providing for the enforcement of all codes and ordinances in effect in the City of Punta Gorda where a pending or repeated violation continues to exist, through the issuance of enforceable orders, the imposition of administrative fines, and the imposition of noncriminal penalties, in an equitable, expeditious, effective, and inexpensive method of achieving full compliance. The purpose of this Chapter is to help ensure that all persons and properties within the City of Punta Gorda stay in compliance with all codes and ordinances adopted by the City.

(b) The provisions of this Chapter are intended to be complementary and supplementary to the provisions of Chapter 162, Florida Statutes (2013) as the same may, from time to time be amended, and all other provisions of State law providing for the enforcement of municipal codes and ordinances.

Section 9A- 3. Definitions

For this Chapter, the following terms shall have the meanings set forth in this Section unless the context clearly indicates otherwise.

Board means the City of Punta Gorda Code Enforcement Board.

Board Attorney means the member of the Florida Bar appointed by the City Council to be the legal advisor to the Board. The City Attorney may serve as the Board Attorney or as the Prosecutor, but may not serve in both capacities at the same time.

City means the City of Punta Gorda, Florida or the City Council thereof, as the context requires.

Clerk means the City Clerk of the City of Punta Gorda, Florida, or such other person designated by the City Manager to serve in that capacity on behalf of the Code Enforcement Board.

Code Compliance Officer means any designated employee or agent of the City of Punta Gorda, Florida whose duty it is to assure compliance with, and to seek enforcement of, violations of the Codes and ordinances enacted by the City. Employees or agents who may be designated by the City Manager as Code Compliance Officers for purposes of this Chapter may include, but are not limited to, code inspectors, law enforcement officers, building inspectors, or fire safety inspectors.

Code means the Punta Gorda Code, and any ordinance of the City of Punta Gorda, Florida, as the same exist on the effective date of this Chapter, and as the same may be amended from time to time.

Person means an individual, association, firm, partnership, corporation, trust, or other legal entity.

Prosecutor means the City Attorney representing the City of Punta Gorda in Code Enforcement proceedings before the Board and any appeals taken as a consequence of Board action.

Repeat Violation means a violation of a provision of a Code by a person who has previously been found, by the Code Enforcement Board, or any other quasi-judicial process, or any judicial process, to have violated the same Code provision within five years prior to the subject violation, whether or not such violations occur at the same locations.

Respondent means the person alleged to have committed a Code violation.

Special Magistrate shall mean an attorney who meets the applicable criteria listed in this Chapter and has established a contract with the City to preside over code enforcement hearings.

Violator means the person whose acts or omissions caused a violation of the Punta Gorda Code and includes the person owning, occupying, or controlling the property on which a Code violation has occurred or remains uncorrected. The term also includes the owner of record of real property, occupant, lessee, or interested holder in same, as the case may be and includes every person, entity or service company, who alone or severally with others: (a) has legal or equitable title to any dwelling, dwelling unit, mobile dwelling unit, building, structure or parcel of land; or (b) has care, charge or control of any dwelling, dwelling unit, mobile dwelling unit, building, structure or parcel of land, in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee or guardian of the estate of the holder of legal title; or (c) is a mortgagee in possession of any dwelling, dwelling unit, mobile dwelling unit, building, structure or parcel of land; or (d) is an agent, trustee or other person appointed by the courts and vested with possession or control of any dwelling, dwelling unit, mobile dwelling unit, building, structure or parcel of land. The term does not apply to governmental agencies.

ARTICLE II
~~CODE~~ ENFORCEMENT ~~BOARD~~

Section 9A- 4. Code Enforcement Board or Special Magistrate Appointment, Term, Qualifications, Composition, Organization

(a) Code Enforcement Board

(~~a~~ 1) Appointment. The City Council shall appoint a seven-member Code Enforcement Board, and two (2) alternates to serve in the absence of a board member (or two (2) members) at a meeting.

(~~b~~ 2) Composition. Members of the Code Enforcement Board shall be residents of the City of Punta Gorda. Appointments shall be made by the City Council on the basis of experience or interest in the subject matter jurisdiction of the Code Enforcement Board. The membership of the Code Enforcement Board, whenever possible, shall include an architect, a businessperson, an engineer, a general contractor, a subcontractor, and a realtor.

(~~c~~ 3) Terms; filling of vacancies. All Code Enforcement Board member appointments shall be for a term of three years, except that any initial appointment to fill a vacancy for an unexpired term of office shall

be for the remainder of the unexpired term. All appointments after the initial appointment shall be made for a term of three years, appointees to be eligible for two additional terms.

Members who fail to attend three meetings in a twelve month period shall automatically forfeit appointment and the City Council shall promptly fill such vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Members are required to notify the City Clerk's Office in advance of the meeting of any absence. Chairmen shall also be subject to the same rule and shall notify the City Clerk's Office of intended absences from scheduled meetings. Members shall serve at the pleasure of the City Council.

(~~d~~ 4) Officers; quorum; compensation. The members of the Code Enforcement Board shall elect a Chairman and Vice-chairman. The presence of four (4) or more members shall constitute a quorum of the Code Enforcement Board. Members shall serve without compensation, but may be reimbursed for such travel, mileage and per diem expenses as may be authorized by the City Council.

(b) Special Magistrate

(1) In lieu of a Code Enforcement Board, the City may appoint a Special Magistrate and an Alternate Special Magistrate for the purpose of enforcing the Punta Gorda Code. The appointment shall be made by contract through standard procurement procedures. The Special Magistrate and Alternate Special Magistrate shall serve at the pleasure of the City Council. The Alternate Special Magistrate shall satisfy the same appointment requirements as set forth in subsections (b) and (c) of this section, and shall serve whenever the Special Magistrate is unavailable due to illness, conflict of interest or otherwise.

(2) The Special Magistrate shall be an attorney who possesses an outstanding reputation for civic pride, interest, responsibility, and business or professional ability.

(3) The Special Magistrate shall not be a city employee, but may be compensated at a rate established by the contract.

(4) The Code Compliance Division shall provide such administrative personnel and legal services as the city shall deem to be reasonably required to support the activities of the Special Magistrate for the proper performance of the Special Magistrate's duties. The Special Magistrate shall not be authorized to engage or hire any person, except those provided by the city, to assist the Special Magistrate in the performance of the duties of the Special Magistrate.

(5) A Special Magistrate, and any firm with which the Special Magistrate is or may become associated, is prohibited for a period

of three years after issuance of a decision made in any case pursuant to this Chapter from acting as an agent or attorney on any matter involving the alleged violator who was the subject of the case in which Special Magistrate presided.

Section 9A- 5. Powers and Duties of the Code Enforcement Board and Special Magistrate

(a) The Code Enforcement Board or the Special Magistrate shall have the powers and duties set forth in this Chapter and in Florida Statutes, Chapter 162, and shall have jurisdiction over alleged violations of the Punta Gorda Code. However, the jurisdiction of the Code Enforcement Board or the Special Magistrate shall not be exclusive, and nothing contained in this article shall prevent the city from taking such other lawful action as is necessary to enforce any city code.

(b) The Code Enforcement Board or the Special Magistrate shall have the jurisdiction and authority to hear and decide any other matters designated by the City Council.

(c) The Code Enforcement Board or the Special Magistrate shall have the jurisdiction and authority to order the respondent to pay costs incurred by the city as a result of orders issued by the Code Enforcement Board or the Special Magistrate pursuant to the authority of subsection (j) of this Chapter.

(d) The Code Enforcement Board and Special Magistrate shall have the power to:

(~~a~~ 1) Adopt rules for the conduct of its hearings.

(~~b~~ 2) Subpoena alleged violators and witnesses to hearings. Subpoenas may be served by sheriff's service or by the police department of the City or some other law enforcement officer or other person designated by City Council.

(~~c~~ 3) Subpoena records, surveys, plats and other evidentiary material.

(~~d~~ 4) Take testimony under oath.

(~~e~~ 5) Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance.

(~~f~~ 6) Issue fines pursuant to Section 9A-8 of this Chapter and include therein all costs incurred in prosecuting the case before the Code Enforcement Board or Special Magistrate. Such costs shall be included in the lien authorized by this Chapter.

(~~g~~ 7) Reduce or compromise fines upon such terms and conditions as the Code Enforcement Board or Special Magistrate deems reasonable and just.

(~~h~~ e) The Code Enforcement Board or Special Magistrate shall serve as an equalizing board or equalizer to hear and consider any and all complaints concerning the amount of any special assessment established pursuant to the

procedures set forth in Chapter 9, Article I, Section 9-5, Punta Gorda Code, and shall adjust and equalize the special assessments, when it deems such action is necessary. The Code Enforcement Board or Special Magistrate may only adjust or equalize the established special assessment upon a showing by an interested party that the amount of the established special assessment is unreasonable or that the property will not derive any special benefit from the improvements made by the City. The Code Enforcement Board or Special Magistrate shall follow the procedures set forth in Chapter 9, Article I, Section 9-5, Punta Gorda Code.

(~~i~~ f) Pursuant to Chapter 9, Article II, Section 9-7, Punta Gorda Code, the Code Enforcement Board or Special Magistrate shall hold a hearing to consider objections by property owners to the City's intent to revoke an exemption under the City's Mandatory Lot Mowing Program. At such hearings, it ~~should~~ shall be the property owner's burden to demonstrate good cause why the exemption should not be revoked. The Code Enforcement Board or Special Magistrate shall issue a written order either granting or denying a property owner's request that their exemption should not be revoked.

(~~j~~ g) Pursuant to Chapter 9, Article II, Section 9-7, Punta Gorda Code, the Code Enforcement Board or Special Magistrate shall have the duty and responsibility to hold hearings to consider any objections or defenses to the levy of a lien against the delinquent properties under the City's Mandatory Lot Mowing Program. The owner of record of any property proposed to be liened for delinquent lot mowing fees, or any person having an interest therein, may appear at the hearings and voice any objections to the proposed lien or the amount thereof. Objections may also be submitted in writing either prior to or at the time of the hearing. At the hearing, the Code Enforcement Board or Special Magistrate may recommend to City Council a modification or correction of any proposed lien amount, provided that no lien amount may be increased over the amount in the proposed roll. After the hearing, the Code Enforcement Board or Special Magistrate shall certify the delinquent user fee roll to the City Council.

(~~k~~ h) Pursuant to Chapter 9, Article II, Section 9-8, Punta Gorda Code, the Code Enforcement Board or Special Magistrate shall hear all appeals by any person aggrieved by any order or notice issued by the City pursuant to the City's Mandatory Lot Mowing Program. It shall be the burden of any aggrieved person to demonstrate that the contested order or notice was unreasonable.

(~~l~~ i) The Code Enforcement Board or Special Magistrate shall have such other duties and powers as assigned to it by the City Council pursuant to duly adopted ordinances of the City.

Section 9A- 6. Enforcement Procedure

(a) Only a Code Compliance Officer may initiate enforcement proceedings to remedy a violation of any Code.

(b) Except as provided in subsections (c) and (d) herein, if a violation of any

Code is found, the Code Compliance Officer shall issue a Notice of Violation to the violator in accordance with the notice provisions of this Chapter, notifying the violator of the provisions of the Code alleged to have been violated and giving him or her a reasonable time to correct the violation(s). Should the violation(s) continue beyond the time specified for correction, the Code Compliance Officer shall prepare an Affidavit of Violation and provide said Affidavit to the Clerk who shall serve the Affidavit together with a Notice of Mandatory Hearing upon the violator pursuant to the notice provisions of this Chapter. The Notice of Mandatory Hearing shall specify the date and location of the hearing before the Code Enforcement Board or Special Magistrate. If the violation is corrected and then recurs, or if the violation has been corrected prior to the scheduled Code Enforcement Board or Special Magistrate hearing, the case may nevertheless be presented for a finding of a violation and the issuance of a "cease and desist" order. The Notice of Violation shall so state.

(c) If a repeat violation is found, the Code Compliance Officer shall prepare an Affidavit of Violation and provide said Affidavit to the Clerk who shall serve the Affidavit together with a Notice of Mandatory Hearing upon the violator pursuant to the notice provisions of this Chapter. It shall not be necessary to give the violator a reasonable time to correct the repeat violation. The case may be presented to the Code Enforcement Board or Special Magistrate even if the repeat violation has been corrected. The Notice of Mandatory Hearing shall so state.

(d) If the Code Compliance Officer has reason to believe a violation or condition causing the violation presents a serious threat to the public health, safety, and welfare, or if the violation is irreparable or irreversible in nature, the Code Compliance Officer shall prepare an Affidavit of Violation and make a reasonable effort to serve said Affidavit upon the violator. The Code Compliance Officer may immediately provide said Affidavit of Violation to the Clerk who shall serve the Notice of Violation together with a Notice of Mandatory Hearing upon the violator pursuant to the notice provisions of this Chapter. The Notice of Mandatory Hearing shall specify the date and location of the hearing before the Code Enforcement Board or Special Magistrate. If necessary, an emergency hearing before the Code Enforcement Board or Special Magistrate may be scheduled.

(e) If the owner of the property that is the subject of an enforcement proceeding before the Code Enforcement Board or Special Magistrate transfers ownership of such property between the time the initial pleading was served and the time of the hearing, such owner shall:

1. Disclose, in writing, the existence and the nature of the proceeding to the prospective transferee;

2. Deliver to the prospective transferee a copy of the pleadings, notices, and other materials relating to the code enforcement proceeding received by the owner;

3. Disclose, in writing, to the prospective transferee that the transferee, as the new owner, will be responsible for compliance with the applicable code provisions which are the subject of the pending proceeding, and with any orders issued in the code enforcement proceeding;

4. File a notice with the Code Compliance Officer of the transfer of the property, with the identity and address of the new owner and copies of the disclosures made to the new owner, within 5 days after the date of the transfer.

It shall be a violation of this Chapter for the owner of the property that is the subject of an enforcement proceeding before the Code Enforcement Board or Special Magistrate to fail to comply with the requirements of this subsection. Pursuant to Section 162.06, Florida Statutes, a failure to make the disclosures described in this subsection before the transfer creates a rebuttable presumption of fraud. If the property is transferred before the hearing, the proceeding shall not be dismissed, but the new owner shall be provided a reasonable period of time to correct the violation before the hearing is held. The City may proceed against both the owner who was responsible for the violation and the new owner.

Section 9A- 7. Conduct of Hearing

(a) The Code Enforcement Board or Special Magistrate shall meet on a regular schedule as set by the City Council, or at such other times upon request of a Code Compliance Officer. The chairman of the Code Enforcement Board or Special Magistrate may call a hearing ~~of the Code Enforcement Board~~, and hearings may also be called by written notice signed by at least three (3) members of the Code Enforcement Board. The City Council shall provide clerical and administrative personnel as may be reasonably required by the Code Enforcement Board or Special Magistrate for the proper performance of its duties.

(b) Minutes shall be kept by the Clerk of all hearings of the Code Enforcement Board or Special Magistrate and all proceedings shall be electronically recorded. It shall not be necessary for the Clerk to prepare a verbatim transcript of the proceedings. All hearings and proceedings shall be open to the public, however, only parties and their witnesses shall have a right to testify.

(c) Each case before the Code Enforcement Board or Special Magistrate shall be presented by the Prosecutor or by Code Compliance Officers.

(d) Upon the request of the Chairman of the Code Enforcement Board, an attorney shall attend a Code Enforcement Board hearing to serve in the capacity as the Board Attorney.

(e) The Code Enforcement Board or Special Magistrate shall proceed to hear the cases on the agenda for that day. All testimony shall be under oath

and shall be recorded. The Code Enforcement Board or Special Magistrate shall take testimony from the Code Compliance Officer, the alleged violator, and any witnesses presented by either party. Formal rules of evidence shall not apply, but fundamental due process shall be observed and shall govern the proceedings.

(f) At the commencement of the proceedings, the Respondent shall be asked whether he/she pleads guilty or not guilty. If the Respondent pleads guilty, then the Code Enforcement Board or Special Magistrate shall only consider evidence and testimony to determine the appropriate action to be taken as a consequence of the admitted violation. If the Respondent pleads not guilty, then the order of presentation shall be as follows:

1. The Code Compliance Officer, with the assistance of the Prosecutor, shall present the City's case-in-chief, including direct testimony of all of the City's witnesses, the opportunity for the Respondent to cross-examine each of the City's witnesses, the re-direct examination of the City's witnesses, and the presentation of all documentary evidence.
2. Any member of the Code Enforcement Board ~~may~~, through the Chairman, or Special Magistrate may ask questions of any City witness.
3. The Respondent shall present his/her case-in-chief, including direct testimony of all of the Respondent's witnesses, the opportunity for the Respondent to cross-examine each of the City's witnesses, the re-direct examination of the City's witnesses, and the presentation of all documentary evidence.
4. Any member of the Code Enforcement Board ~~may~~, through the Chairman, or Special Magistrate may ask questions of any of the Respondent's witnesses.
5. The Code Compliance Officer, with the assistance of the Prosecutor may present any rebuttal, if necessary.
6. The Respondent may present a closing statement.
7. The Code Compliance Officer, with the assistance of the Prosecutor may present a closing statement.

(g) If the Respondent elects to be represented by legal counsel, a Notice of Appearance must be filed with the Clerk by the legal counsel no later than five (5) business days prior to the date of the hearing. If a Notice of Appearance is not timely filed and legal counsel for the Respondent appears at the hearing, the Prosecutor shall be granted a continuance upon request.

(h) Where all parties to the case agree to continuing the hearing, they shall provide written confirmation of their consent to the Clerk. Upon the Clerk's receipt of written confirmation of consent to the continuance of all parties, the Clerk shall reschedule the hearing for the next regularly scheduled hearing date or the hearing date requested by the parties pursuant to their

agreement. If all the parties agree to the continuance, it shall not be necessary to also obtain the approval of the Code Enforcement Board or Special Magistrate. In those cases where a continuance is sought by one party without the consent of the other party or parties to the case, the request for continuance shall be presented to the Code Enforcement Board or Special Magistrate on the date the hearing has been scheduled. After hearing argument from the parties, the Code Enforcement Board or Special Magistrate shall rule on whether a continuance should be granted, and if so, to what date.

(i) At the conclusion of the hearing, the Code Enforcement Board or Special Magistrate shall issue findings of fact, based on competent, substantial evidence of record, and conclusions of law, and shall issue an order affording the proper relief consistent with the powers granted by this Chapter. The finding shall be by motion approved by a majority of those members present and voting, except that at least four members must vote in order for the action to be official. The order may include a notice that it must be complied with by a specified date and that a fine may be imposed.

If the violation is of the type described in Section 9A-6(d) of this Chapter, the Code Enforcement Board or Special Magistrate shall authorize the City Council to take all necessary actions to correct the violation if the violator fails to do so by the date set by the Code Enforcement Board or Special Magistrate. The City's cost of repairs to correct the violation may be included along with the fine determined by the Code Enforcement Board or Special Magistrate, if the violation is not corrected by the time set by the Code Enforcement Board or Special Magistrate.

If the violation is of the type described in Section 9A-6(d) of this Chapter, and if the City is required to correct the violation before a hearing can be convened before the Code Enforcement Board, the Code Enforcement Board or Special Magistrate may ratify the actions taken by the City to take all necessary actions to correct the violation, and the City's cost of repairs to correct the violation may be included along with the fine determined by the Code Enforcement Board or Special Magistrate.

(j) If the City prevails in prosecuting a case before the Code Enforcement Board or Special Magistrate, it shall be entitled to recover all costs incurred in prosecuting the case before the Code Enforcement Board or Special Magistrate, and such costs may be included in the lien authorized by this Chapter. The Code Enforcement Board's or Special Magistrate's order shall include all costs permitted to be recovered under the law.

(k) A certified copy of the Code Enforcement Board's or Special Magistrate's order may be recorded in the public records of Charlotte County, Florida and if so recorded, shall constitute notice to any subsequent purchasers, successors in interest, or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest, or assigns. A certified copy of the Code Enforcement Board's or Special

Magistrate's order may also be recorded in the public records of any county where the violator has any real or personal property. If a recorded order is complied with by the date specified in the order, the Clerk, on behalf of the Code Enforcement Board or Special Magistrate, shall issue an order acknowledging compliance that shall be recorded in the public records where the initial order was recorded.

(l) A copy of all orders issued by the Code Enforcement Board shall be filed with the Clerk promptly after issuance and shall be deemed rendered upon the date of said filing. A copy of all such orders shall be personally served on the violator, or on the violator's legal counsel, or by certified mail to the violator within ten (10) days following the date the order is rendered.

Section 9A- 8. Administrative Fines, Costs of Repair, and Liens

(a) When a Code Compliance Officer determines that an order of the Code Enforcement Board has not been complied with by the set time, or upon a finding that a repeat violation has been committed, the Code Compliance Officer shall prepare an Affidavit of Violation and provide said Affidavit to the Clerk who shall serve the Affidavit together with a Notice of Mandatory Penalty Hearing upon the violator pursuant to the notice provisions of this Chapter. The Notice of Mandatory Penalty Hearing shall specify the date and location of the hearing before the Code Enforcement Board or Special Magistrate.

(b) At the penalty hearing, upon a finding of non-compliance with an order of the Code Enforcement Board or Special Magistrate, the Code Enforcement Board or Special Magistrate may impose a fine for each day of non-compliance with the Board's or Magistrate's order. In the event of a repeat violation, the Code Enforcement Board or Special Magistrate may impose a fine for each day the repeat violation was found to exist.

(c) If a penalty hearing is held, testimony shall be limited to the issue of compliance with the Code Enforcement Board's or Special Magistrate's initial order. No new evidence as to whether there was a violation in the first instance shall be allowed.

(d) If the violation is of the type described in Section 9A-6(d) of this Chapter, the Code Enforcement Board or Special Magistrate shall authorize the City Council to make all reasonable repairs which are required to bring the property into compliance and charge the violator with the reasonable cost of the repairs along with the fine imposed pursuant to this Section. Making such repairs does not create a continuing obligation on the part of the City to make further repairs or to maintain the property and does not create any liability against the City for any damages to the property if such repairs were completed in good faith.

(e) A fine imposed pursuant to this Chapter shall not exceed $250.00 per day for a first violation and shall not exceed $500.00 per day for a repeat violation, and, in addition, shall include all costs allowed to be recovered

pursuant to this Chapter.

(f) If the Code Enforcement Board or Special Magistrate finds the violation to be irreparable or irreversible in nature, it may impose a fine not to exceed $5,000.00 per violation, in addition to all costs allowed to be recovered pursuant to this Chapter.

(g) In determining the amount of any fine, the Code Enforcement Board or Special Magistrate shall consider the following factors: the gravity of the violation, any actions taken by the violator to correct the violation, and any previous violations committed by the violator.

(h) The Code Enforcement Board or Special Magistrate shall reserve jurisdiction to reduce any fine it has imposed upon a violator pursuant to this Chapter. Prior to consideration of any such request for a fine reduction, the violator must be in full compliance with any order issued by the Code Enforcement Board or Special Magistrate.

(i) A certified copy of the Code Enforcement Board's or Special Magistrate's order may be recorded in the public records of Charlotte County, Florida and any other county wherein the violator owns any real or personal property. Upon recording, the order shall constitute a lien against the land on which the violation occurred and upon any other real or personal property owned by the violator. Upon petition to the circuit court, such order shall be enforceable in the same manner as a court judgment by the sheriffs of this State, including execution and levy against the personal property of the violator, but such order shall not be deemed to be a court judgment except for enforcement purposes.

(j) A fine imposed pursuant to this Chapter shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit filed pursuant to this Chapter, whichever occurs first. A lien arising from a fine imposed pursuant to this Chapter runs in favor of the City. The City may execute a satisfaction or release of lien entered pursuant to this Chapter.

(k) After three (3) months from the filing of any lien which remains unpaid, the Code Enforcement Board or Special Magistrate, with the consent of the City, may authorize the City Attorney to foreclose on the lien or to sue to recover a money judgment for the amount of the lien plus accrued interest. No lien created pursuant to the provisions of this Chapter may be foreclosed on real property which is a homestead under Article X, Section 4, Florida Constitution. The money judgment provisions of this Chapter shall not apply to real property or personal property which is covered under Article X, Section 4(a), Florida Constitution.

(l) No lien created under this Chapter shall continue for a period longer than 20 years after the certified copy of an order imposing a fine has been recorded, unless within that time an action is commenced pursuant to this Chapter in a court of competent jurisdiction. In an action to foreclose on a lien or for a money judgment, the prevailing party is entitled to recover all costs, including reasonable attorney's fees that it incurs in the action. The City

shall be entitled to collect all costs incurred in recording and satisfying a valid lien. The continuation of the lien affected by the commencement of the action shall not be good against creditors or subsequent purchasers for valuable consideration without notice, unless a notice of lis pendens is recorded.

Section 9A- 9. Notices

(a) All notices required by this Chapter must be provided to the alleged violator by:

1. Certified mail, and at the option of the City return receipt requested, to the address listed in the Charlotte County Tax Collector's office for tax notices or to the address listed in the Charlotte County Property Appraiser's database. The City may also provide an additional notice to any other address it may find for the property owner. For property owned by a corporation, notices may be provided by certified mail to the registered agent of the corporation. If any notice sent by certified mail is not signed as received within 30 days after the postmarked date of mailing, notice may be provided by posting as described in this Section;

2. Hand delivery by the sheriff or other law enforcement officer, Code Compliance Officer, or other person designated by the City;

3. Leaving the notice at the violator's usual place of residence with any person residing therein who is above 15 years of age and informing such person of the contents of the notice; or

4. In the case of commercial premises, leaving the notice with the manager or other person in charge.

(b) In addition to providing notice as set forth in subsection (a), at the option of the Code Enforcement Board or Special Magistrate or the City, notice may be served by publication or posting, as follows:

1. Such notice shall be published once during each week for 4 consecutive weeks (four publications being sufficient) in a newspaper of general circulation in Charlotte County, Florida. The newspaper shall meet such requirements as are prescribed under Chapter 50, Florida Statutes for legal and other advertisements, as the same may from time to time be amended.

2. Proof of publication shall be made as provided in Sections 50.041 and 50.051, Florida Statutes, as the same may from time to time be amended.

3. In lieu of publication, such notice may be posted at least 10 days prior to the Code Enforcement Board or Special Magistrate hearing, or prior to the expiration of any deadline contained in the notice, in at least two locations, one of which shall be the property upon which the violation is alleged to exist and the other of which shall be at the

City Hall.

4. Proof of posting shall be by affidavit of the person posting the notice, which affidavit shall include a copy of the notice posted and the date and places of its posting.

5. Notice by publication or posting may run concurrently with, or may follow, an attempt or attempts to provide notice by hand delivery or mail as required under subsection (a), herein.

(c) Evidence that an attempt has been made to hand deliver or mail notice as provided in subsection (a), herein, together with proof of publication or posting as provided in subsection (b), herein, shall be sufficient to show that the notice requirements of this Section have been met, without regard to whether or not the alleged violator actually received such notice.

Section 9A- 10. Citations

(a) In addition to the enforcement procedures provided in Section 9A-6 of this Chapter, a Code Compliance Officer is authorized to issue a citation to a violator when, based upon personal investigation, the Code Compliance Officer has reasonable cause to believe that the violator has committed a violation of any Code. Citations shall be issued only when the Code Compliance Officer has determined that the violation presents a serious threat to the public health, safety or welfare, or if the violation is irreparable or irreversible, i.e., has already taken place and that it would serve no useful purpose in presenting the case to the Code Enforcement Board or Special Magistrate to seek compliance.

(b) A citation issued by a Code Compliance Officer shall be in a form prescribed by the City which, at a minimum, shall contain:

1. The date and time of issuance;
2. The name and address of the person to whom the citation is issued;
3. The date and time the Code violation was committed;
4. The facts constituting the Code violation;
5. The number or section of the Code alleged to be violated;
6. The name and authority of the Code Compliance Officer;
7. The applicable fine to be paid if the violator elects not to contest the citation;
8. The applicable fine which may be assessed should the violator elect to contest the citation and be found by the Code Enforcement Board or Special Magistrate to have committed the violation;
9. The procedure for paying the applicable fine;
10. The procedure for contesting the citation to the Code Enforcement Board or Special Magistrate; and
11. A conspicuous statement that if the person fails to pay the fine within the time allowed, or fails to timely contest the citation, he/she shall be deemed to have waived his/her right to contest the citation and that, in such case, will be deemed to be in violation of this

Chapter whereupon the Code Enforcement Board or Special Magistrate may impose a fine against the violator up to the maximum fine.

(c) Unless otherwise expressly prescribed in the City's Code, the fine for a first offense of a violation to be enforced by means of a citation shall be $25.00; the fine for a second offense shall be $100.00; and all additional offenses shall be $250.00 per offense. Code Compliance Officers shall have the discretion to issue a written warning instead of a citation for a first offense.

(d) A violator issued a citation shall pay the applicable fine to the City Clerk or shall file a written notification with the Code Compliance Division of the violator's intent to contest the citation within ten (10) days of the issuance of the citation.

(e) If a violator elects to contest a citation to the Code Enforcement Board or Special Magistrate, the City shall serve a Mandatory Notice of Hearing Notice upon the violator pursuant to the notice provisions of this Chapter. The Notice of Mandatory Hearing shall specify the date and location of the hearing before the Code Enforcement Board or Special Magistrate.

(f) The hearing before the Code Enforcement Board or Special Magistrate shall be conducted as provided in Section 9A-7 of this Chapter.

(g) If the violator elects to contest a citation, the violator will be deemed to have waived his/her right to pay the fine assessed on the citation. Upon the finding of a violation, the Code Enforcement Board or Special Magistrate may assess the fines and costs provided in Section 9A-8 of this Chapter.

(h) If the violator fails to pay the fine within the time allowed, or fails to timely contest the citation, he/she shall be deemed to have waived his/her right to contest the citation and that, in such case, will be deemed to be in violation of this Chapter and the Code Enforcement Board or Special Magistrate may impose a fine against the violator up to the maximum fine.

Section 9A- 11. Appeals

An aggrieved party, including the City, may appeal a final administrative order of the Code Enforcement Board or Special Magistrate to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the Code Enforcement Board or Special Magistrate. An appeal shall be filed within 30 days of the execution of the order to be appealed.

Section 9A- 12. Alternative Enforcement Remedies

No change.

Section 9A- 13. Fines for Citation Purposes

No change.

II. SAVINGS CLAUSE. It is the declared intent of the City Council that, if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held invalid or

unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

III. SCRIVENER'S ERRORS. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Manager and City Attorney, may be corrected.

IV. CONFLICTS. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed to the extent of such conflict.

V. SEVERABILITY. If any Section or portion of a Section of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Ordinance.

VI. This Ordinance shall take effect immediately upon its adoption.

ADOPTED in regular session of the City Council of the City of Punta Gorda, Florida this ___ day of _____, 2026.

ATTEST: _____
DEBORAH LUX, Mayor

_____
SARA WELCH, City Clerk

APPROVED AS TO FORM AND CONTENT:

_____
STEPHEN LESKOVICH, ESQ., Interim City Attorney
Bar # 194840

Ordinance Business Impact Estimate
Florida Statutes, Section 166.041(4)

ORDINANCE NUMBER: _____

ORDINANCE TITLE:

ZA-05-2025 - An Ordinance of the City of Punta Gorda, Florida, Amending Chapter 9A, Punta Gorda Code, the City of Punta Gorda Enforcement Code, to establish requirements and procedures for a Special Magistrate; providing a savings clause; providing for non-codification and scrivener's errors; providing for conflicts; providing for severability; and providing an effective date.

SUMMARY:

Proposed amendments to the City of Punta Enforcement Code, Chapter 9A of the Punta Gorda Code, to establish requirements and procedures for a Special Magistrate.

MEETING DATE:

Planning Commission – December 22, 2025;
City Council, First Reading – January 14, 2026; City Council, Adoption – January 28, 2026.

FISCAL IMPACT:

- A summary of the proposed ordinance, including a statement of the public purpose to be served by the proposed ordinance, such as serving the public health, safety, morals, and welfare of the municipality.
- An estimate of the direct economic impact of the proposed ordinance on private for-profit businesses (the "Businesses") in the City of Punta Gorda's jurisdiction, including the following, if any:
  - An estimate of direct compliance costs such Businesses may reasonably incur if the Ordinance is enacted: **None**;
  - Identification of any new charge or fee on Businesses subject to the proposed Ordinance or for which such businesses will be financially responsible **None**; and
  - Estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed to cover such costs.
    Costs: **To be determined once a solicitation has been awarded**
    Revenues from Fees: **None**

- A good faith estimate of the number of Businesses likely to be impacted by the Ordinance: **None**.
- Any additional information the governing body determines may be useful.
  The City of Punta Gorda proposes to adopt procedures and requirements for a Special Magistrate that may be used in place of a Code Enforcement Board. The City currently provides for legal counsel for the Code Enforcement Board; the cost of utilizing a Special Magistrate has not yet been determined, but would replace the costs incurred for the legal counsel provided to the Code Enforcement Board. Any cost incurred by the City related to compensation for a Special Magistrate will not be included in any fees or fines that may be assessed for alleged violations of the Punta Gorda Code.

___ A Fiscal Impact Estimate is not necessary because the proposed Ordinance is enacted to implement one of the following:

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PUBLIC HEARING AGENDA
(Quasi-Judicial and Legislative)

Title: **LEGISLATIVE:** GA-01-2026 - An Ordinance of the City of Punta Gorda, Florida, Amending the City Code of Ordinances, Chapter 23, Traffic, Article II, Parking Areas, Section 23-23, "Parking in City lots, garages, public streets or other property", to provide rules and regulations for City owned and operated parking lots; and providing an effective date. **FIRST READING.**

Funds:

Recommended Action: City Council review at this first reading and scheduled for approval at the required second reading on January 29, 2026.

Summary:

During the November 19, 2025 City Council meeting, the Council reviewed a staff presentation regarding public parking in the City. Staff recommended that signs be posted at certain City parking lots to establish basic rules and regulations. By a general consensus the Council asked staff to consider placing signs in certain City owned and operated parking lots.

This amendment proposes to add regulations to City owned and operated parking lots that are similar to regulations that are currently in place at the Herald Court Garage. Herald Court Garage has separate regulations in Section 23 -12. With the proposed amended regulations in place under Section 23 - 23, staff will be able to place signage at City owned and operated parking lots that are similar in appearance to the existing sign at the Herald Court Garage.

Department/Division: Urban Design

EXHIBITS:

1. Herald Court Garage Signage
2. Section 23-23 Parking Lots Amendments


NO
SKATEBOARDS - ROLLERBLADES
SMOKING - LOITERING - LITTERING
SOLICITING - VEHICLE REPAIR
ALCOHOL CONSUMPTION
CITY IS NOT RESPONSIBLE FOR
PERSONAL INJURY, DAMAGE TO
OR THEFT OF VEHICLE OR ITS
CONTENTS
PARKING LONGER THAN 24 HRS.
PROHIBITED
SPEED LIMIT 10 M.P.H.
ORD. NO. 1612-09

CITY OF PUNTA GORDA

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PUNTA GORDA, FLORIDA, AMENDING THE CITY CODE OF ORDINANCES, CHAPTER 23, "TRAFFIC", ARTICLE II, "PARKING AREAS", SECTION 23-23, "Parking in City lots, garages, public streets or other property"; TO PROVIDE RULES AND REGULATIONS FOR CITY OWNED AND OPERATED PARKING LOTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Punta Gorda owns and operates numerous parking lots within the City boundaries; and

WHEREAS, reasonable rules and regulations need to be established and enforced to assure the orderly operation and maintenance of the municipal properties as well as for the safety of its users;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA:

I. The City Code of Ordinances Chapter 23, Traffic, Article II, Parking Areas, Section 23-23 is hereby amended to read as follows: (additions underlined, deletions struck through)

Sec. 23-23. Parking in City lots, garages, public streets or other property.

(a) Except as otherwise provided in this Section, it shall be unlawful for any person to stop, stand or park any vehicle on any City-owned or City-operated parking lot, garage, public street or other property under the control of the City, in a manner that causes the vehicle, or any portion thereof, to occupy more than one (1) parking space. A parking space is hereby defined as that area within painted or marked lines delineating where vehicles shall be parked. The painted or marked lines shall not constitute a part of a parking space.

(b) Trucks with attached trailers or recreational vehicles being used in conjunction with a City approved special event shall be allowed to park in more than one parking space in those areas designated by the Development Review Committee as approved vendor parking areas and such parking shall only be allowed for the duration of the special event.

(c) When no loading or unloading zone is identified, no truck, tractor truck or trailer shall occupy more than the minimum number of parking spaces necessary to temporarily load or unload.

(d) It is unlawful for an operator of a vehicle to stop, stand or park such vehicle in a space not designated or designed for its size.

(e) This Section shall not apply to government vehicles performing official duties, emergency vehicles or any other vehicle if the driver of such vehicle is directed by

law enforcement or emergency personnel to park in a manner not consistent with this Section.

(f) It shall be unlawful to park a vessel in a municipal boat slip or within the confines of a municipal boat ramp, except for the temporary loading or unloading of passengers or a vessel. It shall be unlawful to park a vessel in a municipal boat slip which is leased to someone else, even if temporarily, so as to prevent its use by the rightful tenant thereof.

(g). The following rules and regulations shall apply to all City ~~-~~owned ~~-and~~or City-operated parking lots, including but not limited to the vehicle parking areas, walkways and other common areas:

(1) The maximum Speed Limit in a~~the~~ parking lot ~~is~~ shall be 10 miles per hour (mph).

(2) Pedestrians shall have the right-of-way.

(3) Parking in any reserved, restricted or handicapped parking area without proper authorization is prohibited. Parking in a handicapped parking space shall be governed by the provisions of Section 23-18 of this Chapter.

(4) Vehicles may not remain in a parking lot for more than 24 continuous hours.

(5) Vehicle repair work, other than basic tire changing, battery jump starts or battery replacement, is prohibited.

(6) Any vehicle considered to be a safety hazard by a law enforcement officer must immediately be removed from the premises.

(7) Use of skateboards, roller blades or roller skates is prohibited.

(8) Smoking, loitering, littering or soliciting is prohibited.

~~(9) No person shall have in his possession an opened container of alcohol, except during events conducted pursuant to a City approved permit which authorizes the use of alcohol on the property.~~

Commented [BL1]: Remove per PD as City does not have a citywide regulation

~~(10)~~(9) Video recording devices may be in use. It shall be unlawful to tamper with such devices.

~~(11)~~(10) The City is not responsible for damage to or theft of vehicles or their contents.

~~(12)~~(11) The City is not responsible for any personal injury occurring at ~~municipal operated~~municipal- operated facilities.

Any person not in compliance with these rules and regulations will be asked to leave the premises and/or be cited for violation of this Section in accordance with Section 23-19 of this Chapter. Additionally, any vehicle found to be in violation of this Section may be towed at the vehicle owner's expense in accordance with Section 23-21 of this Chapter. Any law enforcement officer or parking enforcement

specialist is hereby authorized to enforce the provisions of this Section.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

PUBLIC HEARING AGENDA
(Quasi-Judicial and Legislative)

Title:

***LEGISLATIVE - SECOND READING - GA-10-2025 -** An ordinance of the City of Punta Gorda, Florida, Amending Punta Gorda Code of Ordinances Chapter 7, Building Regulations, Article V, Floodplain Management Code, Chapter 1, Administration, Section 103, Duties and Powers of the Floodplain Administrator, Section 103.4, Substantial Improvement and Substantial Damage Determinations, relating to floodplain management; establishing requirements for substantial damage determinations for historic structures or properties; providing requirements for historic structures or properties determined to be substantially damaged; providing for historic preservation considerations; providing for severability, providing for conflicts; and an effective date.

Funds: Not applicable.

Recommended Action: For Council Approval

Summary:

Department/Division: Building

EXHIBITS:

1. Proposed Ordinance

CITY OF PUNTA GORDA ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PUNTA GORDA, FLORIDA, AMENDING PUNTA GORDA CODE OF ORDINANCES CHAPTER 7, BUILDING REGULATIONS, ARTICLE V, FLOODPLAIN MANAGEMENT CODE, CHAPTER 1, ADMINISTRATION, SECTION 103, DUTIES AND POWERS OF THE FLOODPLAIN ADMINISTRATOR, SECTION 103.4, SUBSTANTIAL IMPROVEMENT AND SUBSTANTIAL DAMAGE DETERMINATIONS, RELATING TO FLOODPLAIN MANAGEMENT; ESTABLISHING REQUIREMENTS FOR SUBSTANTIAL DAMAGE DETERMINATIONS FOR HISTORIC STRUCTURES OR PROPERTIES; PROVIDING REQUIREMENTS FOR HISTORIC STRUCTURES OR PROPERTIES DETERMINED TO BE SUBSTANTIALLY DAMAGED; PROVIDING FOR HISTORIC PRESERVATION CONSIDERATIONS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CONFLICTS; AND AN EFFECTIVE DATE.

WHEREAS, the City of Punta Gorda participates in the National Flood Insurance Program (NFIP) and is required to adopt and enforce floodplain management regulations consistent with federal standards; and

WHEREAS, the City recognizes the importance of protecting life, property, and public safety through proper evaluation and regulation of structures damaged by flooding and other hazards; and

WHEREAS, the City desires to ensure that all structures determined to be substantially damaged are brought into compliance with current floodplain management regulations, in accordance with the Florida Building Code and FEMA guidelines; and

WHEREAS, the City acknowledges the architectural and cultural significance of its historic structures and seeks to balance public safety with preservation of community heritage; and

WHEREAS, it is the intent of this Ordinance to establish clear procedures and requirements for determining substantial damage of historic properties and for guiding the repair, elevation, or reconstruction of affected historic structures within the City of Punta Gorda;

The purpose of this Ordinance is to ensure compliance with the National Flood Insurance Program (NFIP) and the Florida Building Code by requiring historic structures determined to be substantially damaged to be brought into compliance with the City's floodplain management regulations, while preserving the architectural and historic integrity of designated historic structures.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, THAT:

I. Chapter 7, Building Regulations, Article V, Floodplain Management Code, Chapter 1, Administration, Section 103, Duties and Powers of the Floodplain Administrator, Section 103.4,

Punta Gorda Code, "Substantial Improvement and Substantial Damage Determinations," is hereby amended to read as follows: [Words ~~stricken~~ are deletions; words underlined are additions.]

103.4 Substantial improvement and substantial damage determinations.

A. DETERMINATIONS FOR NON-HISTORIC STRUCTURES AND PROPERTIES

1. For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvement, substantial damage and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Chief Building Official, shall:

   ~~1.~~ a. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;

   ~~2.~~ b. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;

   ~~3.~~ c. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage;

   ~~4.~~ d. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant provisions of the *Florida Building Code* and this Article is required.

B. DETERMINATIONS FOR STRUCTURES AND PROPERTIES DESIGNATED AS HISTORIC

1. Substantial Damage Determinations of Historic Structures

a. Following a flood event, other natural disaster or hazardous event, the Building Department shall conduct or review a Substantial Damage Determination for affected historic structures in compliance with FEMA and NFIP guidelines.

b. The determination shall be based on professional cost assessments, field inspections, and verified market valuation data for the structure prior to the event during the permit application process.

c. At the discretion of the Floodplain Administrator, an Elevation Certificate shall be required, completed, or verified for each substantially damaged historic structure to document the structure's existing elevation relative to the required Base Flood Elevation (BFE) and to determine the compliance requirements for elevating or reconstruction.

2. Elevation Requirements for Historic Structures.

a. Any historic structure determined to be substantially damaged shall be elevated so that the lowest floor, including basement, is at or above the required flood elevation established for the property's location on the effective Flood Insurance Rate Map (FIRM) plus one (1) foot of freeboard.

b. The elevation and all repair work shall comply with the Florida Building Code and the City's Floodplain Management Ordinance.

3. Preserving Historic Structures.

a. A historic structure that has been determined to be substantially damaged shall retain its historic designation and provided that:

(i) The elevation and repair work are designed and constructed in a manner that preserves the structure's historic character and appearance; and

(ii) The project is reviewed and approved by the Historic Preservation Advisory Board or equivalent body, and a Certificate of Appropriateness is obtained, prior to permit issuance.

b. To receive a Substantial Damage Determination letter for a historic building or structure, the property must first be evaluated by a Florida-licensed professional engineer or architect who certifies that the structure is structurally sound and capable of being elevated.

4. Enforcement and Compliance. Failure to comply with the provisions of this Ordinance shall result in enforcement action pursuant to Chapter 9A of the Punta Gorda Code, and may include, but shall not be limited to, permit denial, stop work orders, or referral to Code Enforcement.

II. It is the declared intent of the City Council that, if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

III. Any Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

IV. This Ordinance shall take effect immediately upon its adoption.

(Signatures on Next Page)

ADOPTED in regular session of the City Council of the City of Punta Gorda, Florida this ___ day of _____, 2025.

ATTEST: _____
DEBORAH LUX, Mayor

_____
SARA WELCH, City Clerk

APPROVED AS TO FORM AND CONTENT:

_____
STEPHEN LESKOVICH, ESQ., Interim City Attorney
Bar # 194840

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

ORDINANCES / RESOLUTIONS(No Public Hearing Required)

Title:

A resolution of the City Council of the City of Punta Gorda, Florida, approving amended bylaws governing the function and procedures of the Board of Zoning Appeals, Building Board, Burnt Store Isles Canal Advisory Committee, Historic Preservation Advisory Board, Planning Commission, Punta Gorda Isles Canal Advisory Committee, and Utility Advisory Board; providing an effective date.

Funds: Not applicable.

Recommended Action: City Council adopt the revised board and committee bylaws.

Summary: The proposed resolution would implement Council-approved changes to the membership composition and absence policy of the City's citizen advisory boards, as well as staff-recommended changes to the appointment process for administrative efficiency.

Department/Division: City Clerk

EXHIBITS:

1. Bylaws Resolution

CITY OF PUNTA GORDA

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, APPROVING AMENDED BYLAWS GOVERNING THE FUNCTION AND PROCEDURES OF THE BOARD OF ZONING APPEALS, BUILDING BOARD, BURNT STORE ISLES CANAL ADVISORY COMMITTEE, HISTORIC PRESERVATION ADVISORY BOARD, PLANNING COMMISSION, PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE, AND UTILITY ADVISORY BOARD; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Punta Gorda, Florida, created the Board of Zoning Appeals, Building Board, Burnt Store Isles Canal Advisory Committee, Historic Preservation Advisory Board, Planning Commission, Punta Gorda Isles Canal Advisory Committee, and Utility Advisory Board, and adopted Bylaws governing the function and procedures of those boards and committees; and

WHEREAS, City Council desired to revise the membership composition and absence policy of these boards and committees to satisfy public input and staff recommendations; and

WHEREAS, the Office of the City Clerk desired to revise the appointment procedures for administrative efficiency; and

WHEREAS, the Office of the City Clerk has amended the bylaws accordingly; and

WHEREAS, said amendments have been submitted to City Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA:

The amended Bylaws governing the function and procedures of the Board of Zoning Appeals, Burnt Store Isles Canal Advisory Committee, Historic Preservation Advisory Board, Planning Commission, Punta Gorda Isles Canal Advisory Committee, and Utility Advisory Board, attached hereto as "Exhibit A" through "Exhibit G," are hereby approved.

ADOPTED in regular session of the City Council of the City of Punta Gorda, Florida on January 14, 2026.

CITY OF PUNTA GORDA,

ATTEST:

BY: _____
Deborah Lux, Mayor

_____
Sara Welch, City Clerk

APPROVED AS TO FORM:

_____
Steven Leskovich, Esq., Interim City Attorney
Bar #194840

EXHIBIT A

CITY OF PUNTA GORDA, FLORIDA
BOARD OF ZONING APPEALS
BYLAWS

1. CREATION; TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Board of Zoning Appeals consisting of five (5) members and one (1) alternate member to serve in the absence of a board member at a meeting. All members of the Board shall be residents of Punta Gorda and shall serve without compensation but may be reimbursed for such travel, mileage and per diem as may be authorized by the City Council. Appointment shall be made by the City Council on the basis of experience or interest in the fields of land use and zoning and a stated availability to serve on the date(s) required. on the basis of experience or interest in the fields of land use and zoning and a stated availability to serve on the date(s) required. All appointments after the initial appointments shall be made for a term of three (3) years during which appointees shall serve at the pleasure of the City Council, appointees to be eligible for two (2) additional terms. Appointments to fill vacancies shall be for a term of three (3) years. No member shall serve for more than three (3) terms.

Members who fail to attend four (4) meetings in a twelve-month period shall automatically forfeit appointment, and the City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Any member reinstated following forfeiture shall serve for the remainder of their original unexpired term and shall be eligible for additional terms, subject to term limits. Members are required to notify the City Clerk's Office in advance of the meeting of any absence.

2. OFFICERS

A. Officers of the Board of Zoning Appeals shall be Chair and Vice Chair to be elected from the membership thereof. Officers shall be elected by the Board at their first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

B. The Board shall have a Board Recorder, who shall be provided by the City of Punta Gorda, and who shall not be an appointed member of the Board of Zoning Appeals.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. Chair: The Chair shall be the presiding officer at all meetings of the Board of Zoning Appeals. The Chair may call special meetings at their discretion, sign all documents of the Board and may relinquish the Chair to the Vice Chair or other specific member at their discretion. The Chair may not make or second motions but shall vote on any and all motions to come before the Board. The Chair or designee shall also present all recommendations to the

City Council.

B. Vice Chair: The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

C. Board Recorder: A Board Recorder shall attend all meetings of the Board of Zoning Appeals and shall keep an accurate record of the spirit and intent of statements made. All motions shall be recorded, and an accurate record of all reasons for motions or votes by members of the Board shall be made. The minutes of each such meeting shall be distributed to members of the Board, the City Council, and other appropriate persons. Upon approval by the Board, the minutes shall be permanently retained and made part of the official records of the City of Punta Gorda.

4. MEETINGS

Regular meetings of the Board of Zoning Appeals shall be held in accordance with Section 286.011, Florida Statutes on the fourth Monday of each month immediately following regular meetings of the Planning Commission. Special meetings and/or workshops may be held at the call of the Chair or, in their absence, the Vice Chair. All meetings shall be open to the public. In the event a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible consistent with notice requirements.

5. DUTIES

The Board of Zoning Appeals shall:

A. Hear and recommend approval or denial of appeals where any person or persons claim to be aggrieved by any order, requirement, decision, determination or action of the Zoning Official or his/her designee in the administration, enforcement or interpretation of the zoning regulations.

B. Recommend to the City Council, upon proper petition, approval or denial of variances from the terms of the zoning regulations as shall not be contrary to the public interest where, in specific cases, owning to special circumstances, a literal enforcement of the zoning regulations would result in unnecessary and undue hardship.

6. APPEALS FROM ADMINISTRATIVE RULINGS

A. Any person or persons claiming to be aggrieved on account of any ruling by the Zoning Official or his/her designee charged with enforcing zoning regulations may appeal to the official involved and to the Chair of the Board of Zoning Appeals. Any such appeal must be filed in writing within thirty (30) days after the act or decision upon which any appeal is made and must specify the grounds thereof.

B. An appeal from the Zoning Official's ruling shall stay all proceedings and all work on the premises involved unless such stay shall be deemed to imperil

life or property. In such cases, proceedings or work shall not be stayed except by an injunction, which may be granted by the City Council or by the Circuit Court if the same shall theretofore have been refused by the City Council.

C. Upon receipt of a written appeal, the Zoning Official shall determine the date, time and place of the hearing thereof and shall give public notice as well as written notice to all parties concerned. The Zoning Official shall forthwith transmit to the Board of Zoning Appeals all papers or other records upon which the action or decision appealed from was taken. Upon the hearing of an appeal, any party of interest may appear in person, by agent or by attorney. Thereafter, the Board shall determine whether the relief should or should not be granted and an appropriate recommendation shall be made to the City Council.

Upon receipt of the recommendation from the Board of Zoning Appeals, the Zoning Official shall determine the date, time and place of the final hearing thereof and give public notice as well as written notice to all parties concerned. Again, upon hearing the appeal, any party of interest may appear in person, by agent or by attorney. Thereafter, the City Council may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination made by the Zoning Official or his/her designee in the enforcement of any adopted zoning regulation or may make such decision or take such activities as the zoning official should have made or taken. To that end, the City Council shall have powers of the official from whose decision the appeal is taken.

(1) Considerations for appeals from the Zoning Official.

a. In reaching its decision, the Board of Zoning Appeals shall consider the following criteria as well as any other issues which are pertinent and reasonable:

1. Whether or not the appeal is of a nature properly brought to them for decision, or whether or not there is an established procedure for handling the request other than through the appeal process (i.e. a variance, special exception, etc.).
2. The intent of the regulation in question.
3. The effect the ruling will have when applied generally to the zoning regulations.

b. Staff recommendation, the testimony of the appellant, and the testimony of substantially interested parties shall also be considered.

7. VARIANCES FROM TERMS OF THE ZONING REGULATION

A. Application. Owners of lands or structures or their designated agents may apply in writing to the Board of Zoning Appeals for variances from the requirements or restrictions of the zoning regulations, except that no application for use variance may be considered. Applications should be

submitted through the Zoning Official, stating specific variances requested. Applications received by the Urban Design Division less than thirty (30) days prior to the meeting date will be set over to the next meeting.

B. Limitations on Power to Grant Variances:

(1) Under no circumstances shall the Board of Zoning Appeals recommend, or the City Council grant, a variance to permit a use not generally or by special exception permitted in the zoning district involved or any use expressly or by implication prohibited by the terms of the ordinance in the zoning district. No nonconforming use of neighboring lands, structures or buildings in the same zoning district and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the authorization of a variance.

(2) A variance is authorized only for height, area, and size of structures or size of yards and open spaces. Establishment or expansion of a use otherwise prohibited or not permitted shall not be allowed by variance.

(3) No special exception to the zoning regulation shall be granted by variance.

C. Public hearings by Board of Zoning Appeals

Upon receipt of an application for variance, the Zoning Official shall fix a date, time and place for the hearing thereof and publish notice in a newspaper of general circulation in the City of Punta Gorda, Florida, by one publication at least fifteen (15) days prior to the time set for said hearing. On behalf of the Board of Zoning Appeals, the City Clerk shall prepare and mail notice of such hearing by First Class mail to all owners of record, as determined from the records of the Charlotte County Property Appraiser's Office, of all parcels within 200 feet of the boundary of the property for which the variance is requested at least ten (10) days prior to the date of said hearing. Such notice shall be considered effective when placed in the United States mail, postage prepaid, and failure to receive notice shall not invalidate any variance proceedings. The Zoning Official shall investigate the conditions pertaining to the particular variance requested and shall submit a written report at the hearing giving the facts involved. The parties of interest may appear at the hearing or by agent or by attorney.

D. Action by the Board of Zoning Appeals

After hearing the application for variance, together with such other reports of testimony deemed pertinent, the Board of Zoning Appeals may recommend denial of the application or recommend such variance from the terms of the zoning regulations as may meet the conditions hereinafter set forth. Action by the Board of Zoning Appeals shall require the concurring vote of a majority of its members and a recommendation for variance can

be made only if all of the following conditions are found to exist:

(1) That special conditions or circumstances exist which are particular to the size and characteristics of the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district;

(2) The strict and literal enforcement of the zoning regulations would create an undue hardship as distinguished from a mere inconvenience on the property owners. Physical handicaps or disability of the applicant and other considerations may be considered where relevant to the request;

(3) That such hardship is not shared generally by other properties in the same zoning district and in the same vicinity;

(4) The granting of the variance would not be injurious to or incompatible with contiguous uses, the surrounding neighborhood or otherwise detrimental to the public welfare;

(5) That the variance requested is the minimum modification of the regulation at issue that will afford relief;

(6) The condition giving rise to the requested variance has not been created by any person presently having an interest in the property and/or the conditions cannot reasonably be corrected or avoided by the applicant;

(7) The variance requested does not involve any use which is prohibited in the district where the property is located; and

(8) The requested variance is consistent with the City of Punta Gorda Comprehensive Plan.

8. AGENDA

The agenda shall be prepared at least one week prior to the date of the meeting. The order of items on the agenda shall be at the discretion of the Zoning Official, due consideration being given to early consideration of items likely to attract large attendance at the meeting. The Chair may, for reason(s) stated to all in attendance, vary from the order of the agenda. An item may be added to the agenda only by affirmative vote of a majority of the members present. An agenda item may be removed from the agenda only by a motion to recommend approval or denial. Other items may be removed by majority vote of those present and reasons therefore stated in the record.

9. MEETING PROCEDURE

The Chair shall call each agenda item and briefly describe, or ask a member of

the staff to briefly describe, the proposition before the Board. The proponent or their agent will then be asked to present their case. The name and address of the proponent or their agent shall be entered in the record, as well as a summary of their presentation. At the conclusion of the proponent's presentation, the members of the Board and staff shall have the opportunity to question the proponent. Any other supporting testimony will then be called for. Opposition may then be heard with the members of the Board and staff having an opportunity to question any speaker. The proponents will then be given a short summary opportunity. All statements shall be directed to the Board, and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chair, who may then ask the proper person to answer, such answer being directed to the Board. At such time that the Board feels that testimony has been sufficiently heard, a motion may be passed by simple majority to terminate testimony, after which the public in attendance may address the Board only with the permission of the Chair and only to answer a question by a member of the Board. All persons who wish to speak shall first give their names and addresses for the record.

10. MOTIONS

Following closing of testimony, a motion may be made to recommend approval or denial of the proposition to the governing body. A brief statement of reason for the motion should precede the making of the motion. Any stipulations should be listed following the motion to approve. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but has full voice and vote on all issues before the Board for decision.

Vote shall be by voice, by the raising of hands or by roll call, at the discretion of the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended. If the Board feels that delaying an action would be in the best interests of the parties involved, the hearing may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present. The Board may continue a proposition for a period not to exceed two months from the date of first hearing, and one of three actions shall be taken within that period:

(i) The proposal may be approved,
(ii) The proposal may be denied or
(iii) The applicant may be permitted to withdraw the proposal.

In the latter case, the proposal may come before the Board again only by reapplication, publication, etc., as required by ordinance for all such applications.

11. CONTINUANCE BY AN APPLICANT

A. An applicant may continue their own proposal to a date certain for a period not to exceed two months, but for not less than one month, by notifying the applicable department secretary not less than eight (8) days prior to the date of the hearing, whereupon that item will not be placed upon the

agenda.

B. Any proposal not withdrawn prior to preparation of the agenda (eight (8) days prior to the meeting) may be continued at the applicant's request only by affirmative vote of a majority of the members present at the meeting. In consideration of such a motion to allow continuance, the Board may question the audience as to the number who have been inconvenienced or incurred expense on the presumption that the item would be heard, and the Board may refuse to continue the proposal, may proceed with the hearing and take appropriate action thereon. In any case of continuance, it shall be to a date certain, only one continuance shall be permitted.

12. APPLICANT NOT IN ATTENDANCE

In case an applicant or their agent is not in attendance when their item is called, that item shall be set over to the end of the agenda. At the time the item is again called, if the applicant is still not represented, the Board may continue the case under procedure of Section 11-B or may approve or deny the proposition as it sees fit.

13. QUORUM

The physical presence of a majority of the appointed members shall constitute a quorum for the transaction of business and the conducting of hearings.

14. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Board of Zoning Appeals who is present at any meeting of the same at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Board that would inure to the member’s special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or there appears to be a conflict of interest, the member shall so state for the record shall not vote on the issue. Further, the member shall within 15 days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the Board Recorder, who shall incorporate the memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

January 14, 2026

EXHIBIT B

CITY OF PUNTA GORDA, FLORIDA
BUILDING BOARD
BYLAWS

1. CREATION; TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Building Board consisting of five (5) members and one (1) alternate member to serve in the absence of a board member at a meeting. All members of the Board shall serve without compensation but may be reimbursed for such travel, mileage and per diem as may be authorized by the City Council. Appointment shall be made by the City Council with preference given to the following professions and trades if available to serve: engineering, architecture, general building, contracting, plumbing, electrical, construction and miscellaneous building trades. Two (2) members shall serve as citizen advocates and shall not be involved in more ever have been involved with any building trades. Appointments shall be made for a term of three (3) years during which appointees shall serve at the pleasure of the City Council, appointees to be eligible for two (2) additional terms. Appointments to fill vacancies shall be for a term of three (3) years. No member shall serve for more than three (3) terms.

Members who fail to attend four (4) meetings in a twelve-month period shall automatically forfeit appointment, and the City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Any member reinstated following forfeiture shall serve for the remainder of their original unexpired term and shall be eligible for additional terms, subject to term limits. Members are required to notify the City Clerk's Office in advance of the meeting of any absence.

2. OFFICERS

A. Officers of the Building Board shall be Chair and Vice Chair to be elected from the membership thereof. Officers shall be elected by the Board at their first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

B. The Board shall have a Board Recorder, who shall be provided by the City of Punta Gorda, and who shall not be an appointed member of the Building Board.

C. The Board shall be represented by an attorney who shall be provided by the City of Punta Gorda.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. Chair: The Chair shall be the presiding officer at all meetings of the Building Board. The Chair may call special meetings at their discretion, sign all documents of the Board and may relinquish the Chair to the Vice Chair or other specific member at their discretion. The Chair may not make or

second motions but shall vote on any and all motions to come before the Board. The Chair or designee shall also present all recommendations to the City Council.

B. Vice Chair: The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

C. Board Recorder: A Board Recorder shall attend all meetings of the Building Board and shall keep an accurate record of the spirit and intent of statements made. All motions shall be recorded, and an accurate record of all reasons for motions or votes by members of the Board shall be made. The minutes of each such meeting shall be distributed to members of the Board, the City Council, and other appropriate persons. Upon approval by the Board, the minutes shall be permanently retained and made part of the official records of the City of Punta Gorda.

4. MEETINGS

Regular meetings of the Building Board shall be held in accordance with Section 286.011, Florida Statutes on the fourth Tuesday of each month. Special meetings and/or workshops may be held at the call of the Chair or, in their absence, the Vice Chair. All meetings shall be open to the public. In the event a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible consistent with notice requirements.

5. POWERS AND DUTIES

The Building Board shall have the following responsibilities:

A. Hear complaints regarding locally licensed or registered contractors alleged to have violated the provisions of Chapter 7 of the City's Code of Ordinances. Upon a finding of violation, the Board is granted authority to take any of the following actions against the locally licensed or registered contractor:

(1) Order probation.
(2) Suspend the guilty party's local license.
(3) Revoke the guilty party's local license.
(4) Order restitution.
(5) Levy a fine up to five thousand dollars ($5,000.00) per offense.
(6) Assess reasonable legal and investigation costs incurred by the City of Punta Gorda to prosecute the case against the contractor.
(7) Issue a recommended penalty to the State of Florida Construction Industry Licensing Board. Said recommended penalty may include a recommendation for no further action, or a recommendation for suspension, revocation, or restriction of the contractor's State registration, or a fine to be levied by the State of Florida Construction Industry Licensing Board, or a combination of such penalties.

B. Hear complaints regarding State certified contractors alleged to have

violated the provisions of Chapter 7 of the City's Code of Ordinances. Upon a finding of violation, the Board is granted authority to take any of the following actions against the State certified contractor:

(1) Deny, suspend, or revoke the authority of the certified contractor to obtain a building permit or limit such authority to obtaining a permit or permits with specific conditions if the Building Board finds the certified contractor guilty of fraud or willful building code violation in the City of Punta Gorda.

(2) Deny, suspend, or revoke the authority of the certified contractor to obtain a building permit or limit such authority to obtaining a permit or permits with specific conditions if the Building Board has proof that such contractor, through the public hearing process, has been found guilty in another county or municipality within the last twelve (12) months of fraud or a willful building code violation and finds that such fraud or violation would have been fraud or a violation if committed in the City of Punta Gorda.

(3) Refuse to issue permits with specific conditions to a contractor who has committed and been disciplined for multiple violations when the additional provisions of Section 489.131(3)(f), Florida Statutes, have been met.

C. Recommend to City Council certain amendments to Chapter One of the Florida Building Code as may be allowed by Florida Statutes.

D. Act as condemnation Board in matters of violation of minimum standards and make inspections and reports when so requested by the Building Official. In this regard, the Board may secure the services of the Fire Chief, sanitarian, architects, engineers, or other professionals as required and, upon making findings of fact, shall render a final decision.

E. Hear and act upon appeals from orders, requirements, decisions, or determinations made by the Building Official under the provisions of Chapter 7, Article IV, City of Punta Gorda Code, the "Unsafe Building Abatement Code."

F. Make a determination on application for Certificates of Competency when so requested by the Building Official in cases where the established standards may not have been met but extenuating circumstances may be evident.

G. Hear and act upon any appeal timely filed to contest the validity of any notice of false alarm or fee assessment issued under Chapter 15, Section 15-19, Punta Gorda Code.

6. AGENDA

The agenda shall be prepared at least one week prior to the date of the meeting. The order of items on the agenda shall be at the discretion of the Building Official, due consideration being given to early consideration of items likely to attract large attendance at the meeting. The Chair may, for reason(s) stated to all in attendance, vary from the order of the agenda. An item may be added to the agenda only by affirmative vote of a majority of the members present. An agenda item consisting of a proposed amendment to the building code or other ordinance may be removed from the agenda only by a motion to recommend approval or denial. Other items may be removed by majority vote of those present and reasons therefore stated in the record.

7. MEETING PROCEDURE

A. Quasi-Judicial Matters.

The Chair shall call each agenda item and briefly describe, or ask the Building Official to briefly describe, the matter before the Board. The proponent or their agent will then be asked to present their case. The name and address of the proponent or their agent shall be entered in the record, as well as a summary of their presentation. At the conclusion of the proponent's presentation, the respondent, if any, shall have the opportunity to cross-examine the proponent. If the proponent has called witnesses in support of their case, the respondent shall have the opportunity to cross-examine each witness at the conclusion of the proponent's direct examination of the witness. The respondent shall then present their case and call their witnesses. The respondent and their witnesses shall be subject to cross-examination by the proponent in a like manner as set forth above for the presentations of the proponent's case. The members of the Board shall each have an opportunity to question any speaker. The proponent will then be given a short summary opportunity, followed by the respondent. All statements shall be directed to the Board and cross conversation among those in attendance is prohibited except during cross-examination. At such time that the Board feels the testimony has been sufficiently heard, a motion may be passed by simple majority to terminate testimony. Interested persons wishing to testify in the case may request either the proponent or the respondent for an opportunity to speak during the presentation of the case as a witness or rebuttal witness. Because of the quasi-judicial nature of the proceedings, persons not called as witnesses by either side may not give testimony. Public input may be given after the matter has been decided by the Building Board.

B. Other Matters.

The Chair shall conduct non-quasi-judicial matters generally in accordance with Robert's Rules of Order. Public input shall be taken either at the beginning of the meeting or at the time the agenda item comes on to be heard as the Chair may determine is best suited to ensure that the interests of the public are heard.

8. MOTIONS

Following closing of testimony or presentation, a motion may be made to recommend approval or denial of the proposition to the governing body or to continue to a date certain. A brief statement of reason for the motion should precede the making of the motion. Any stipulations should be listed following the motion to approve. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but has full voice and vote on all issues before the Board for decision.

Vote shall be by voice, by the raising of hands or by roll call, at the discretion of the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended. If the Board feels that delaying an action would be in the best interests of the parties involved and pose no danger to the public, the hearing may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present.

9. RESPONDENT/APPELLANT NOT IN ATTENDANCE

In case any respondent/appellant or their agent is not in attendance when their item is called, that item shall be set over to the end of the agenda. At the time the item is again called, if the respondent/appellant is still not represented, the Board may continue their case under procedure of Section 8 or may approve or deny the proposition as it sees fit.

10. QUORUM

A majority of the appointed members shall constitute a quorum for the transaction of business and the conducting of hearings.

14. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Building Board who is present at any meeting of the same at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Board that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or there appears to be a conflict of interest, the member shall so state for the record shall not vote on the issue. Further, the member shall within 15 days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the Board Recorder, who shall incorporate the memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

January 14, 2026

EXHIBIT C

CITY OF PUNTA GORDA, FLORIDA
BURNT STORE ISLES CANAL ADVISORY COMMITTEE
BYLAWS

1. CREATION; TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Burnt Store Isles Canal Advisory Committee consisting of five (5) regular members and one (1) alternate member to serve in the absence of a Committee member at a meeting. Members of the Committee shall be residents of the Burnt Store Isles Canal Maintenance Assessment District and serve without compensation but may be reimbursed for such travel, mileage and per diem as may be authorized by the City Council. Appointment shall be made by the City Council on the basis of experience or interest in canal and seawall maintenance and a stated availability to serve on the date(s) required. All appointments shall be made for a term of three (3) years during which appointees shall serve at the pleasure of the City Council, appointees being eligible for two (2) additional terms. Appointments to fill vacancies shall be for a term of three (3) years. No member shall serve for more than three (3) terms.

Members who fail to attend four (4) meetings in a twelve-month period shall automatically forfeit appointment, and the City Council shall promptly fill each such vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Any member reinstated following forfeiture shall serve for the remainder of their original unexpired term and shall be eligible for additional terms, subject to term limits. Members are required to notify the City Clerk's office in advance of the meeting of any absence.

2. OFFICERS

A. Officers of the Burnt Store Isles Canal Advisory Committee shall be Chair and Vice Chair, to be elected from the membership thereof. The officers shall be elected by the Committee at the first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

B. The Committee shall have a Recording Secretary, who shall be provided by the City of Punta Gorda, and who shall not be an appointed member of the Committee.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. Chair: The Chair shall be the presiding officer at all meetings of the Burnt Store Isles Canal Advisory Committee. He/she may call special meetings at his/her discretion, sign all documents of the Committee and may relinquish the Chair to the Vice Chair or other specific member at his/her discretion. The Chair may not make or second motions but shall vote on any and all motions to come before the Committee. The Chair or designee shall also present all recommendations to the City Council.

B. Vice Chair: The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

C. Recording Secretary: A Recording Secretary provided by the City Clerk's Office shall attend all meetings of the Burnt Store Isles Canal Advisory Committee and shall keep an accurate record of the proceedings which reflect the spirit and intent of statements made.

4. COMMITTEE DUTIES

The Burnt Store Isles Canal Advisory Committee shall have no authority other than as stipulated by the Bylaws and approved by the City Council. The Committee may:

A. Make recommendations to the City Council on:

1. The effective maintenance of existing canals, waterways and navigable channels, including the Burnt Store Isles boat lock within the district together with the maintenance and reconstruction of bulkheads and retaining walls.

2. The adoption of construction standards for seawalls, docks, davits, boat lifts and associated pilings.

3. The proposed fiscal year operational budget, sources of revenue and any other expenditure of funds for the district.

4. Proposed ordinances or resolutions pertaining to district operations.

5. Requests to include lands not currently included within the district.

6. Requests for variances located on land abutting and lying within six feet of the seawall.

B. Review and consider comments and concerns from residents related but not limited to enforcement issues such as excessive boat speeds, excessive wake, anchoring in navigable channels, illegal netting, operation of boats without lighting and interference with navigation in order to make recommendations and/or forward to the applicable City enforcement department.

C. Decide on petitions for variances to the provisions of Punta Gorda Code Chapter 6, Article 2, Section 2-1.

5. MEETINGS

A. Scheduling.

1. Regular meetings of the Burnt Store Isles Canal Advisory Committee shall be held in the City Council Chambers, 326 West Marion Avenue, Punta Gorda, Florida, at 1:30 p.m., the second Tuesday of each month, unless noticed otherwise. Meeting dates may be changed or cancelled by staff or by consensus of the Committee during a public meeting. Members shall be notified immediately of any meeting date changes made by staff.

2. Special meetings and/or workshops may be held at the call of staff, the Chair or, in his/her absence, the Vice Chair. All meetings shall be open to the public.

B. Quorum.

A majority of the appointed members shall constitute a quorum for the transaction of business and the conducting of meetings. In the event that a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible.

C. Record of proceedings.

The Recording Secretary shall draft minutes of each meeting for the Committee's approval. An accurate record of all motions and all reasons for such motions shall be made. Once approved, the minutes shall become a permanent record and shall be part of the official records of the City of Punta Gorda.

D. Agenda.

The agenda shall be prepared at least one week prior to the date of the meeting. Petitions and other required documents for Committee review received by the Engineering Division less than fifteen (15) days prior to the meeting date will be set over to the next meeting.

Per City Council policy, agenda items may not be added to or deleted from the agenda once it is published.

E. Procedure.

The Chair shall announce each agenda item and briefly describe, or a member of staff shall briefly describe, the proposition before the Committee. Agenda items may be taken out of order at the discretion of the Chair, provided any changes are approved by consensus of the Committee, due consideration being given to items that have attracted large attendance at the meeting.

Following staff's presentation, the applicant/proponent or his/her agent (if appropriate) shall be asked to provide any input for the item. At the conclusion of the proponent's presentation, members of the Committee

shall have the opportunity to question staff and/or the proponent. Proponents may be given a short summary opportunity. All statements shall be directed to the Committee, and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chair, who may then ask the proper person to answer, such answer being directed to the Committee. Members and staff should be asked for any final comments. At such time that the Committee feels the discussion has been sufficiently heard, the Chair calls for a motion, if appropriate. If a motion is made and voted upon, the Chair shall announce the result of the vote and what action the Committee has taken.

For quasi-judicial public hearings, the Committee shall adhere to the quasi- judicial hearing procedures and rules for ex parte communications adopted by City Council in Resolution 2870-10.

1. Motions.

The rules regarding motions contained in the current edition of Roberts Rules of Order shall govern all meetings insofar that any such rule is not inconsistent with any bylaw contained herein.

Following conclusion of discussions, a motion may be made to approve or deny a canal construction special permit or to recommend approval or denial of other propositions to the governing body. A brief statement of reason for the motion should precede the making of the motion. Any stipulations should be listed following the motion to recommend approval or denial. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but he/she has full voice and vote on all issues before the Committee for decision.

Vote shall be by voice, by the raising of hands or by roll call, at the discretion of the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended.

2. Continuation.

The Committee shall consider requests for continuances made by City Staff, the Applicant, or a Party Intervenor and may grant continuances in its sole discretion. If, in the opinion of the Committee any testimony or documentary evidence or information presented justifies allowing additional research or review in order to properly determine the issue presented, then the Committee may continue the matter to a time certain to allow for such research or review.

In case an applicant or his/her agent is not in attendance when his/her item is called, that item shall be set over to the end of the agenda. At the time the item is again called, if the applicant is still not represented, the

Committee may continue his/her case or may recommend approval or denial of the proposition as it sees fit.

6. VOTING REQUIREMENTS; CONFLICT OF INTEREST.

No member of the Burnt Store Isles Canal Advisory Committee who is present at any meeting of the same at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Committee that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or there appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within 15 days after the vote occurs disclose the nature of his interest as a public record in a memorandum filed with the Recording Secretary, who shall incorporate the memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

January 14, 2026

EXHIBIT D

CITY OF PUNTA GORDA, FLORIDA
HISTORIC PRESERVATION ADVISORY BOARD
BYLAWS

1. CREATION, TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Historic Preservation Advisory Board consisting of five (5) regular members and one (1) alternate member to serve in the absence of a Board member at a meeting. All members of the Board shall serve without compensation but may be reimbursed for such travel, mileage and per-diem as may be authorized by City Council.

A. Members of the Board shall be residents, property and/or business owners of the City of Punta Gorda except as provided below.

1. Appointment of members shall be made by City Council on the basis of experience or interest in the fields of architecture, general contracting, finance/banking, real estate, law, history, historic preservation, archeology or any other related profession. Up to one member may be a resident, property and/or business owner of Charlotte County.

B. Appointees shall serve a three (3) year term at the pleasure of the City Council and may be reappointed to a maximum of two (2) additional terms. Appointments to fill vacancies shall be for a term of three (3) years. No member shall serve for more than three (3) terms.

C. Members who fail to attend four (4) meetings in a twelve-month period shall automatically forfeit appointment, and the City Council shall promptly fill each such vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by the City Council. Any member reinstated following forfeiture shall serve for the remainder of their original unexpired term and shall be eligible for additional terms, subject to term limits. Members are required to notify the City Clerk's office in advance of the meeting of any absence.

2. OFFICERS

Officers of the Historic Preservation Advisory Board shall be Chair and Vice Chair to be elected from the membership thereof. Officers shall be elected by the Board at their first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. The Chair shall be the presiding officer at all meetings of the Historic Preservation Advisory Board. He/she may call special meetings at his/her discretion, sign all documents of the Board and may relinquish the Chair to the Vice Chair or other specific member at his/her discretion. The Chair may not make nor second motions but shall vote on any and all motions to

come before the Board. The Chair or designee shall also present all recommendations to the City Council.

B. The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

4. MEETINGS

Regular meetings of the Historic Preservation Advisory Board shall be held the fourth Thursday of each month in City Council chambers. Special meetings and/or workshops may be held at the call of the Chair or in his/her absence, the Vice Chair. All meetings shall be open to the public. In the event a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible consistent with notice requirements.

The Board shall have a Board Recorder, who shall be provided by the City of Punta Gorda and who shall not be an appointed member of the Historic Preservation Advisory Board. The Board Recorder shall attend all meetings and produce accurate minutes which include all motions and the spirit and intent of statements made. All motions shall be recorded and an accurate record of all reasons for motions or votes by members of the Board shall be made. The minutes of each such meeting shall be distributed to members of the Board, the City Council, and other appropriate persons. Upon approval by the Board, the minutes shall be permanently retained and made part of the official records of the City of Punta Gorda.

5. DUTIES

The Historic Preservation Advisory Board shall:

A. Report on a regular basis to the City Council of any actions, activities, or programs of the Board, in particular those requiring City Council action.

B. Identify for the City Council historically significant structures and sites that should be considered for designation as a "Local Historic Landmark" or be nominated for listing on the Florida Master Site File and the National Register of Historic Places. Nomination of historic sites for local, state or national listing may be made by the owner of the site by making a written request to the Historic Preservation Advisory Board, or by vote of the Historic Preservation Advisory Board itself. The Historic Preservation Advisory Board shall forward to the City Council a designation report for any structure or site to be added to the City's Historic areas.

C. Recommend to the City Council historically significant structures and sites for potential purchase by the City.

D. Recommend to the City Council actions needed for any special exception applications involving a historic structure.

E. Recommend policies to the City Council for the protection of historically significant structures and sites.

F. Promote public awareness of historic and archaeological preservation and its community benefits.

G. Receive and recommend to City Council use of any cash, historic facade easements, historic structures or artifacts donated to the City of Punta Gorda.

H. Assist owners of historically significant structures in applying for any Federal and State funds that may be usable for historic preservation projects.

I. Assist owners of historically significant structures in filing for designation of a property to the National Register of Historic Places.

J. Work in concert with the Punta Gorda Historical Society toward compilation of oral and pictorial historical archive.

K. Review proposed murals by the Historic Mural Society to ensure historical appropriateness.

L. Review and recommend for staff approval applications for Certificates of Appropriateness.

M. Review and make a recommendation to City Council on applications for relocation or demolition of structures within a historic district.

7. MEETING PROCEDURE

The Chair shall call each agenda item and briefly describe, or ask a member of the staff to briefly describe, the proposition before the Board. If the item under discussion was submitted by an outside person or agency, the applicant or agent for the applicant will be given an opportunity to present his/her position. The Board shall be permitted to question the staff and/or the applicant freely, and public comment shall be permitted at the discretion of the Chair. All statements shall be directed to the Board, and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chair, who may then ask the proper person to answer, such answer being directed to the Board.

8. MOTIONS

If appropriate, following the completion of discussion on a particular item, a motion with a second shall be entertained by the Chair which will describe the action, policy or expenditure of funds being recommended to the City Council for their consideration. A brief statement of reason for the motion should precede the making of the motion. Any stipulations and/or special concerns about the item being discussed shall be included in the recommendation to the City Council. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but he/she has full voice and shall vote on all issues before the Board for discussion.

Vote shall be by voice, by the raising of hands or by roll call at the discretion of

the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended. If the Board feels that delaying an action would be in the best interests of the parties involved, action may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present. A majority in the affirmative shall carry the motion, with a majority in the negative defeating the motion.

9. QUORUM

A majority of the appointed members shall constitute a quorum for the transaction of business.

10. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Board who is present at any meeting may abstain from voting with regard to any decision or recommendation, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Board that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

Under provision of Florida Statutes 112.317, when there is or appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within 15 days after the vote occurs, disclose the nature of his/her interest as a public record by completing Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers which shall be filed with the Board Recorder, who shall incorporate such memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

January 14, 2026

EXHIBIT E

CITY OF PUNTA GORDA, FLORIDA
PLANNING COMMISSION
BYLAWS

1. CREATION; TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Planning Commission consisting of five (5) members and one (1) alternate member to serve in the absence of a board member at a meeting. All members of the Commission shall be residents of Punta Gorda and shall serve without compensation but may be reimbursed for such travel, mileage and per diem as may be authorized by the City Council. Appointment shall be made by the City Council on the basis of experience or interest in the fields of planning and zoning and a stated availability to serve on the date(s) required. All appointments after the initial appointments shall be made for a term of three (3) years during which appointees shall serve at the pleasure of the City Council, appointees to be eligible for two (2) additional terms. Appointments to fill vacancies shall be for a term of three (3) years. No member shall serve for more than three (3) terms.

Members who fail to attend four (4) meetings in a twelve-month period shall automatically forfeit appointment, and the City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Any member reinstated following forfeiture shall serve for the remainder of their original unexpired term and shall be eligible for additional terms, subject to term limits. Members are required to notify the City Clerk's Office in advance of the meeting of any absence.

2. OFFICERS

A. Officers of the Planning Commission shall be Chair and Vice Chair to be elected from the membership thereof. Officers shall be elected by the Board at their first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

B. The Board shall have a Board Recorder, who shall be provided by the City of Punta Gorda, and who shall not be an appointed member of the Planning Commission.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. Chair: The Chair shall be the presiding officer at all meetings of the Planning Commission. The Chair may call special meetings at their discretion, sign all documents of the Board and may relinquish the Chair to the Vice Chair or other specific member at their discretion. The Chair may not make or second motions but shall vote on any and all motions to come before the Commission. The Chair or designee shall also present all recommendations to the City Council.

B. Vice Chair: The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

C. Board Recorder: A Board Recorder shall attend all meetings of the Planning Commission and shall keep an accurate record of the spirit and intent of statements made. All motions shall be recorded, and an accurate record of all reasons for motions or votes by members of the Commission shall be made. The minutes of each such meeting shall be distributed to members of the Commission, the City Council, and other appropriate persons. Upon approval by the Commission, the minutes shall be permanently retained and made part of the official records of the City of Punta Gorda.

4. MEETINGS

Regular meetings of the Planning Commission shall be held in accordance with Section 286.011, Florida Statutes on the fourth Monday of each month. Special meetings and/or workshops may be held at the call of the Chair or, in their absence, the Vice Chair. All meetings shall be open to the public. In the event a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible consistent with notice requirements.

5. RECOMMENDATIONS

A. The Planning Commission shall make recommendations to the City Council for:

(1) Amending, extending, or adding to the Comprehensive Plan for the physical development of the City.

(2) Platting or subdividing land within the City.

(3) Adopting an official atlas of the City and for recommending or disapproving proposed changes in such atlas.

(4) Adopting and amending a zoning ordinance and recommending or disapproving proposed changes in such ordinance.

(5) Adopting plans for the clearance and rebuilding of slum districts and blighted areas within the City.

(6) Adopting a plan for the replanning, reconstruction or redevelopment of any area or district which may be destroyed in whole or in part or seriously damaged by fire, earthquake, flood, or other disaster.

B. The Planning Commission shall have the power to:

(1) Require information which shall be furnished within a reasonable time from the other departments of the City government in relation to its work.

(2) Request additional assistance for special survey work of the City Manager, who may at their discretion assign to the Commission members of the staff of any administrative department or direct such department to make special studies requested by the Commission.

(3) In the performance of its function, enter upon any land and make examination and surveys and place and maintain necessary monuments and marks thereon.

C. The Planning Commission shall further submit to the City Manager, not later than sixty (60) days prior to submission of the tentative budget, a list of recommended capital improvements which, in the opinion of the Commission, are necessary or desirable to be constructed during the forthcoming six-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year. The Commission shall also promote interest in and understanding of the Comprehensive Plan and of planning.

6. APPLICATIONS

Plans and other required documents for approval received by the Urban Design Division less than fifteen (15) days prior to the meeting date will be set over to the next meeting. Seven prints of each exhibit to be presented at the hearing shall be submitted at that time.

8. AGENDA

The agenda shall be prepared at least one week prior to the date of the meeting. The order of items on the agenda shall be at the discretion of the Urban Design Manager, due consideration being given to early consideration of items likely to attract large attendance at the meeting. The Chair may, for reason(s) stated to all in attendance, vary from the order of the agenda. An item may be added to the agenda only by affirmative vote of a majority of the members present. An agenda item consisting of a proposed amendment to the comprehensive land use plan, zoning ordinance, zoning map, subdivision ordinance, other ordinance or special exception may be removed from the agenda only by a motion to recommend approval or denial. Other items may be removed by majority vote of those present and reasons therefore stated in the record.

9. MEETING PROCEDURE

The Chair shall call each agenda item and briefly describe, or ask a member of the staff to briefly describe, the proposition before the Commission. The proponent or their agent will then be asked to present their case. The name and address of the proponent or their agent shall be entered in the record, as well as a summary of their presentation. At the conclusion of the proponent's presentation, the members of the Commission and staff shall have the opportunity to question the proponent. Any other supporting testimony will then be called for. Opposition may then be heard with the members of the Board and

staff having an opportunity to question any speaker. The proponents will then be given a short summary opportunity. All statements shall be directed to the Commission, and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chair, who may then ask the proper person to answer, such answer being directed to the Commission. At such time that the Commission feels that testimony has been sufficiently heard, a motion may be passed by simple majority to terminate testimony, after which the public in attendance may address the Commission only with the permission of the Chair and only to answer a question by a member of the Commission. All persons who wish to speak shall first give their names and addresses for the record.

10. MOTIONS

Following closing of testimony, a motion may be made to recommend approval or denial of the proposition to the governing body, to continue, or in the case of plans or preliminary plats, a motion to approve or deny may be made. A brief statement of reason for the motion should precede the making of the motion. Any stipulations relative to plans, development procedures, etc., should be listed following the motion to approve. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but has full voice and vote on all issues before the Commission for discussion.

Vote shall be by voice, by the raising of hands or by roll call, at the discretion of the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended. If the Commission feels that delaying an action would be in the best interests of the parties involved, the hearing may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present. The Commission may continue a proposition for a period not to exceed two months from the date of first hearing, and one of three actions shall be taken within that period:

(i) The proposal may be approved,
(ii) The proposal may be denied or
(iii) The applicant may be permitted to withdraw the proposal.

In the latter case, the proposal may come before the Commission again only by reapplication, publication, etc., as required by ordinance for all such applications.

11. CONTINUANCE BY AN APPLICANT

A. An applicant may continue their own proposal to a date certain for a period not to exceed two months, but for not less than one month, by notifying the applicable department secretary not less than eight (8) days prior to the date of the hearing, whereupon that item will not be placed upon the agenda. Where notification by mail of adjacent property owners has taken place, as required by law, further notification of the same property owners by registered mail, return receipt requested, of the continuance and the new date of the hearing shall be required. This notification of continuance shall be mailed not less than five (5) days prior to the date of the originally

scheduled hearing.

B. Any proposal not withdrawn prior to preparation of the agenda (eight (8) days prior to the meeting) may be continued at the applicant's request only by affirmative vote of a majority of the members present at the meeting. In consideration of such a motion to allow continuance, the Commission may question the audience as to the number who have been inconvenienced or incurred expense on the presumption that the item would be heard, and the Commission may refuse to continue the proposal, may proceed with the hearing and take appropriate action thereon. In any case of continuance, it shall be to a date certain, only one continuance shall be permitted, and the applicant shall notify by registered mail all parties initially notified of the new hearing date, such notification to be mailed not less than five (5) days prior to the date of the new hearing. In addition, the Commission may direct staff to change the posting on the property and publish the new date in the appropriate newspaper.

12. APPLICANT NOT IN ATTENDANCE

In case an applicant or their agent is not in attendance when their item is called, that item shall be set over to the end of the agenda. At the time the item is again called, if the applicant is still not represented, the Commission may continue the case under procedure of Section 9-B or may approve or deny the proposition as it sees fit.

13. QUORUM

A majority of the appointed members shall constitute a quorum for the transaction of business and the conducting of hearings.

14. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Planning Commission who is present at any meeting of the same at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Commission that would inure to the member’s special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or there appears to be a conflict of interest, the member shall so state for the record shall not vote on the issue. Further, the member shall within 15 days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the Board Recorder, who shall incorporate the memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

January 14, 2026

EXHIBIT F

CITY OF PUNTA GORDA, FLORIDA
PUNTA GORDA ISLES CANAL ADVISORY COMMITTEE
BYLAWS

1. CREATION; TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Punta Gorda Isles Canal Advisory Committee consisting of five (5) regular members and one (1) alternate member to serve in the absence of a Committee member at a meeting. Members shall be residents of the Punta Gorda Isles Canal Maintenance Assessment District and serve without compensation but may be reimbursed for such travel, mileage and per diem as may be authorized by the City Council. Appointment shall be made by the City Council on the basis of experience or interest in canal and seawall maintenance and a stated availability to serve on the date(s) required. Appointments shall be made for a term of three (3) years, appointees serving at the pleasure of the City Council and with eligibility to serve an additional two (2) terms. Appointments to fill vacancies shall be for a term of three (3) years. No member shall serve for more than three (3) terms.

Members who fail to attend four (4) meetings in a twelve-month period shall automatically forfeit appointment, and the City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Any member reinstated following forfeiture shall serve for the remainder of their original unexpired term and shall be eligible for additional terms, subject to term limits. Members are required to notify the City Clerk's office in advance of the meeting of any absence.

2. OFFICERS

C. Officers of the Punta Gorda Isles Canal Advisory Committee shall be Chair and Vice Chair, to be elected from the membership thereof. The officers shall be elected by the Committee at the first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

D. The Committee shall have a Board Recorder, who shall be provided by the City of Punta Gorda, and who shall not be an appointed member of the Committee.

3. FUNCTIONS AND DUTIES OF OFFICERS

D. Chair: The Chair shall be the presiding officer at all meetings of the Punta Gorda Isles Canal Advisory Committee. The Chair may call special meetings at their discretion, sign all documents of the Committee and may relinquish the Chair to the Vice Chair or other specific member at their discretion. The Chair may not make or second motions but shall vote on any and all motions to come before the Committee. The Chair or designee shall also present all recommendations to the City Council.

E. Vice Chair: The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

F. Board Recorder: A Board Recorder provided by the City Clerk's Office shall attend all meetings of the Punta Gorda Isles Canal Advisory Committee and shall keep an accurate record of the proceedings which reflect the spirit and intent of statements made. All motions shall be recorded, and an accurate record of all reasons for motions or votes by members of the Committee shall be made.

4. COMMITTEE DUTIES

The Punta Gorda Isles Canal Advisory Committee shall have no authority other than as stipulated by these bylaws and approved by the City Council. The Committee may:

A. Make recommendations to the City Council on:

7. The effective maintenance of existing canals, waterways and navigable channels within the district together with the maintenance and reconstruction of bulkheads and retaining walls.

8. The adoption of construction standards for seawalls, docks, davits, boat lifts and associated pilings.

9. The proposed fiscal year operational budget, sources of revenue and any other expenditure of funds for the district.

10. Proposed ordinances or resolutions pertaining to district operations.

11. Requests to include lands not currently included within the district.

12. Requests for variances located on land abutting and lying within six feet of the seawall.

B. Review and consider comments and concerns from residents related but not limited to enforcement issues such as excessive boat speeds, excessive wake, anchoring in navigable channels, illegal netting, operation of boats without lighting and interference with navigation in order to make recommendations and/or forward to the applicable City enforcement department.

C. Decide on petitions for variances to the provisions of Punta Gorda Code Chapter 6, Article 2, Section 2-1.

5. MEETINGS

B. Scheduling.

3. Regular meetings of the Punta Gorda Isles Canal Advisory Committee shall be held the third Monday of each month in City Council chambers, unless noticed otherwise. Meeting dates may be changed or cancelled by staff or by consensus of the Committee during a public meeting. Members shall be notified immediately of any meeting date changes made by staff.

4. Special meetings and/or workshops may be held at the call of staff, the Chair or, in their absence, the Vice Chair. All meetings shall be open to the public.

B. Quorum.

A majority of the appointed members shall constitute a quorum for the transaction of business and the conducting of meetings. In the event that a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible.

C. Record of proceedings.

The Board Recorder shall draft minutes of each meeting for the Committee's approval. An accurate record of all motions and all reasons for such motions shall be made. Once approved, the minutes shall become a permanent record and shall be part of the official records of the City of Punta Gorda.

D. Agenda.

The agenda shall be prepared at least one week prior to the date of the meeting. Petitions and other required documents for Committee review received by the Engineering Division less than fifteen (15) days prior to the meeting date will be set over to the next meeting.

Per City Council policy, agenda items may not be added to or deleted from the agenda once it is published.

E. Procedure.

The Chair shall announce each agenda item and briefly describe, or a member of staff shall briefly describe, the proposition before the Committee. Agenda items may be taken out of order at the discretion of the Chair, provided any changes are approved by consensus of the Committee, due consideration being given to items that have attracted large attendance at the meeting.

Following staff's presentation, the applicant/proponent or their agent (if appropriate) shall be asked to provide any input for the item. At the conclusion of the proponent's presentation, members of the Committee

shall have the opportunity to question staff and/or the proponent. Proponents may be given a short summary opportunity. All statements shall be directed to the Committee, and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chair, who may then ask the proper person to answer, such answer being directed to the Committee. Members and staff should be asked for any final comments. At such time that the Committee feels the discussion has been sufficiently heard, the Chair calls for a motion, if appropriate. If a motion is made and voted upon, the Chair shall announce the result of the vote and what action the Committee has taken.

For quasi-judicial public hearings, the Committee shall adhere to the quasi- judicial hearing procedures and rules for ex parte communications adopted by City Council.

2. Motions.

The rules regarding motions contained in the current edition of Robert's Rules of Order shall govern all meetings insofar that any such rule is not inconsistent with any bylaw contained herein.

Following conclusion of discussions, a motion may be made to approve or deny a canal construction special permit or to recommend approval or denial of other propositions to the governing body. A brief statement of reason for the motion should precede the making of the motion. Any stipulations should be listed following the motion to recommend approval or denial. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but has full voice and vote on all issues before the Committee for decision.

Vote shall be by voice, by the raising of hands or by roll call, at the discretion of the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended.

2. Continuation.

The Committee shall consider requests for continuances made by City Staff, the Applicant, or a Party Intervenor and may grant continuances in its sole discretion. If, in the opinion of the Committee any testimony or documentary evidence or information presented justifies allowing additional research or review in order to properly determine the issue presented, then the Committee may continue the matter to a time certain to allow for such research or review.

In case an applicant or their agent is not in attendance when their item is called, that item shall be set over to the end of the agenda. At the time the item is again called, if the applicant is still not represented, the

Committee may continue their case or may recommend approval or denial of the proposition as it sees fit.

6. VOTING REQUIREMENTS; CONFLICT OF INTEREST.

No member of the Punta Gorda Isles Canal Advisory Committee who is present at any meeting of the same at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Committee that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or there appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within 15 days after the vote occurs disclose the nature of his interest as a public record in a memorandum filed with the Board Recorder, who shall incorporate the memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

January 19, 2026

EXHIBIT G

CITY OF PUNTA GORDA, FLORIDA
UTILITY ADVISORY BOARD
BYLAWS

1. CREATION; TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Utility Advisory Board consisting of five (5) regular members and one (1) alternate member to serve in the absence of a Board member at a meeting. Members of the Board shall have a stated availability to serve on the date(s) required and be residents of Punta Gorda or customers of the Punta Gorda Utility Service Area and shall serve without compensation but may be reimbursed for such travel, mileage and per-diem as may be authorized by the City Council. Appointment shall be made by the City Council on the basis of experience or interest in the fields of water, wastewater and/or utilities and a stated availability to serve on the date(s) required. Appointments shall be made for a term of three (3) years. Appointees shall serve at the pleasure of the City Council and may be appointed to a maximum of three terms. Appointments to fill vacancies shall be for a term of three (3) years. No member shall serve for more than three (3) terms.

Members who fail to attend four (4) meetings in a twelve-month period shall automatically forfeit appointment, and City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Any member reinstated following forfeiture shall serve for the remainder of their original unexpired term and shall be eligible for additional terms, subject to term limits. Members are required to notify the City Clerk's office in advance of the meeting of any absence.

2. OFFICERS

A. Officers of the Utility Advisory Board shall be Chair and Vice Chair, to be elected from the membership thereof. The officers shall be elected by the Board at the first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

B. The Board shall have a Board Recorder, who shall be provided by the City of Punta Gorda, and who shall not be an appointed member of the Board.

3. FUNCTIONS OF OFFICERS

A. Chair: The Chair shall be the presiding officer at all meetings of the Utility Advisory Board. The Chair may call special meetings at their discretion, sign all documents of the Board and may relinquish the Chair to the Vice Chair or other specific member at their discretion. The Chair may not make or second motions but shall vote on any and all motions to come before the Board. The Chair or designee shall also present all recommendations to the City Council.

B. Vice Chair: The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

C. Board Recorder: A Board Recorder provided by the City Clerk's Office shall attend all meetings of the Utility Advisory Board and shall keep an accurate record of the proceedings which reflect the spirit and intent of statements made.

4. BOARD DUTIES

The Utility Advisory Board may make recommendations to the City Council for:

A. Service area expansions or modifications.

B. Utility rate studies and any proposed utility rate changes.

C. Proposed ordinances, resolutions, interlocal agreements and the budget concerning utilities.

D. Revisions to utility construction standards.

E. Alleged utility billing discrepancies and disputes.

F. Public petitions concerning utility service(s).

G. Review utility drawings and specifications.

H. Other matters referred to the Board by the City Council or City Manager.

5. MEETINGS

A. Scheduling.

1. Regular meetings of the Utility Advisory Board shall be held in the City Council chambers the third Tuesday of each month, unless noticed otherwise. Meeting dates may be changed or cancelled by staff or by consensus of the Board during a public meeting. Members shall be notified immediately of any meeting date changes made by staff.

2. Special meetings and/or workshops may be held at the call of staff, the Chair or, in the Chair's absence, the Vice Chair. All meetings shall be open to the public.

B. Quorum.

A majority of the appointed members shall constitute a quorum for the transaction of business and the conducting of meetings. In the event that

a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible.

C. Record of proceedings.

The Board Recorder shall draft minutes of each meeting for the Board's approval. An accurate record of all motions and all reasons for such motions shall be made. Once approved, the minutes shall become a permanent record and shall be part of the official records of the City of Punta Gorda.

D. Agenda.

The agenda shall be prepared at least one week prior to the date of the meeting. Petitions and other required documents for Board review received by the Director of Utilities less than fifteen (15) days prior to the meeting date will be set over to the next meeting.

Per City Council policy, agenda items may not be added to or deleted from the agenda once it is published.

E. Procedure.

The Chair shall announce each agenda item and briefly describe, or a member of staff shall briefly describe, the proposition before the Board. Agenda items may be taken out of order at the discretion of the Chair, provided any changes are approved by consensus of the Board, due consideration being given to items that have attracted large attendance at the meeting.

Following staff's presentation, the applicant/proponent or their agent (if appropriate) shall be asked to provide any input for the item. At the conclusion of the proponent's presentation, members of the Board shall have the opportunity to question staff and/or the proponent. Proponents may be given a short summary opportunity. All statements shall be directed to the Board, and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chair, who may then ask the proper person to answer, such answer being directed to the Board. Members and staff should be asked for any final comments. At such time that the Board feels the discussion has been sufficiently heard, the Chair calls for a motion, if appropriate. If a motion is made and voted upon, the Chair shall announce the result of the vote and what action the Board has taken.

1. Motions.

The rules regarding motions contained in the current edition of Roberts Rules of Order shall govern all meetings insofar that any such rule is not inconsistent with any bylaw contained herein.

Following conclusion of discussions, a motion may be made to recommend approval or denial of the proposition to the governing body. A brief statement of reason for the motion should precede the making of the motion. Any stipulations should be listed following the motion to recommend approval or denial. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but has full voice and vote on all issues before the Board for decision.

Vote shall be by voice, by the raising of hands or by roll call, at the discretion of the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended.

2. Continuation.

The Board shall consider requests for continuances made by City Staff, the Applicant, or a Party Intervenor and may grant continuances in its sole discretion. If, in the opinion of the Board, any testimony or documentary evidence or information presented justifies allowing additional research or review in order to properly determine the issue presented, then the Board may continue the matter to a time certain to allow for such research or review.

In case an applicant or their agent is not in attendance when their item is called, that item shall be set over to the end of the agenda. At the time the item is again called, if the applicant is still not represented, the Board may continue the case or may recommend approval or denial of the proposition as it sees fit.

6. VOTING REQUIREMENTS; CONFLICT OF INTEREST.

No member of the Utility Advisory Board who is present at any meeting of the same at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or act, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Board that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or there appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within 15 days after the vote occurs disclose the nature of his interest as a public record in a memorandum filed with the Recording Secretary, who shall incorporate the memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

January 14, 2026

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

ORDINANCES / RESOLUTIONS(No Public Hearing Required)

Title:	A resolution of the City Council of the City of Punta Gorda, Florida amending the budget for the fiscal year beginning October 1, 2025 by providing for re-appropriations and supplemental appropriations in the amounts identified in Exhibit A; and providing an effective date.
Funds:	General Fund and IT Fund
Recommended Action:	City Council approval.
Summary:	Reappropriations are items that were budgeted in FY 2024 that either did not get purchased, were not received, or were not completed in the fiscal year. Appropriations are items that have come up for the FY 2026 approval that need to be added to the plan. Funding for this requested appropriation is from remaining FY 2025 unspent budget.
Department/Division:	Finance

EXHIBITS:

1. Budget Amendment
2. Department Justification

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 BY PROVIDING FOR RE-APPROPRIATIONS AND SUPPLEMENTAL APPROPRIATIONS IN THE AMOUNTS IDENTIFIED IN EXHIBIT A; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Punta Gorda, adopted its Operating Budget, Revenues and Expenditures, on September 24, 2025 and said budget being $203,669,943; and

WHEREAS, the City needs to amend said budget so as to provide for supplemental appropriations in the amounts identified in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED THAT:

I. The budget for the fiscal year commencing October 1, 2025 is hereby amended by providing for supplemental appropriations in the amounts identified in Exhibit A, attached hereto and incorporated herein.

II. This resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of Punta Gorda, Florida this ___ day of _____, 2026.

CITY OF PUNTA GORDA, FLORIDA

By: _____
DR DEBORAH LUX, Mayor

ATTEST:

_____
SARA WELCH, City Clerk

APPROVED AS TO FORM AND CONTENT:

_____
STEPHEN LESKOVICH, ESQ., Interim City Attorney
Bar # 194840

Exhibit A
City of Punta Gorda, FL
Budget Amendment

FY 26 RE-APPROPRIATION

Fund 001 - General Fund		Use	Source
001-0200-512-3400	Contractual Services		50,000
001-0000-389-9005	Prior Year Reappropriation	50,000	

Description: Re-appropriation of Funds for the procurement study. Attempted to piggyback NIGP cotract and received scope. However there was a portion that they were unable to fulfill regarding proprietary software that was causing a conflict of interest. So City will need to go out to bid in FY 2026

FY 26 APPROPRIATION

Fund 502 - IT Fund			Use	Source
502-0251-590-6420	ITNWSW	Computer Equipment		123,875
502-0000-389-9005		Prior Year Reappropriation	123,875	

Description: Appropriate from remaining FY 2025 funds from Application Software to Computer Equipment for core switches. See justification on agenda item.

502. 0251. 590. 4624 (unencumb $123,875.00)

City of Punta Gorda, FL
Reappropriation Justification Form
Request for Reappropriation of funds for specific budgeted need that was not fulfilled
From FY2025 to FY2026

Funds are available in account: ___502 0251 590 4624___ $ 123,875 ✓
Use of funds will not over expend the division budget.___X___
Attach documentation from budget forms that demonstrate this specific need was budgeted for.

Describe the specific need. Names, locations, measurements, pricing, etc.
Replacement of the core switches for the City network.
Current switches are almost 8 year old and upgrades to current equipment ca no longer keep up with the capabilities of new models. It is time to make these upgrades. This item was bumped into FY2027out of necessity but if we can do it with reappropriated funds it will be a big improvement to the network this year.

Explain why the need was not addressed in the year in which the funds were budgeted.

Was cut from FY2026 budget

Explain why the need cannot be handled within the new fiscal year budget.

The new budget does not have funding to cover this project.

If not approved, what will be the alternative solution?

Remain for one more year on rapidly aging out core network equipment.

Approved By: _____ Date: _____

Kristin Simeone

From: Bradford Schuette
Sent: Tuesday, December 2, 2025 11:51 AM
To: Kristin Simeone
Cc: Melissa Reichert
Subject: Reappropriations
Attachments: Reappropriation Form FY 2025 to 26 4624.pdf

Kristin,

Due to an issue that we had with one of our core network switches recently it has become much more of a priority to move forward with the purchase of new network core switches. Our current switches are ten years old. They were up for replacement two years ago but were cut from the FY2025 budget by the City Manager's office due to the large cost, the fact that at the time they were still running trouble free and there was a need to reduce the size of the IT budget. They were not added into the FY2026 budget for the same reasons. However, with the recent failure we do not feel that the current units are as reliable as we need this hardware to be as it is the core of our city network.

I have entered a reappropriation request against remaining funds from FY2025 in the value of $123,875 to cover the cost of acquiring these items. After discussion with the City Manager, Police Chief Smith, and Fire Chief Gibbs due to the Public Safety threat that a network failure could pose, we would like to put the approval of this reappropriation on the first Council meeting in January. Please let me know what I must do to make this happen.

Thank you for your help.

Brad

Punta Gorda
FLORIDA

Bradford Schuette
IT Manager
Information Technology

City of Punta Gorda
326 West Marion Avenue
Punta Gorda, Florida 33950
941-575-3354
www.CityofPuntaGordaFL.com

Florida has a very broad public records law. Most written communications to City officials regarding City business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

CONSENT AGENDA

Title:	Invoice of Leskovich Law Group, P.A. for legal services rendered through November 2025 in the amount of $4,068.74
Funds:	General
Recommended Action:	City Council approval
Summary:	Invoice Number 1125 for legal services, for Interim City Attorney, invoices are brought before Council for approval. Fiscal year-to-date expense total $53,194.99
Department/Division:	City Manager / Legal

EXHIBITS:

1. Invoice No 1125 Nov 2025

LESKOVICH LAW GROUP, P.A.
306 Olympia Avenue, Punta Gorda, FL 33950
Phone (941) 575-5100 | Fax (941) 575-6400
Email: office@southernjustice.com
www.SouthernJustice.com

INVOICE NO. 1125

November 2025

DATE	SERVICES	TIME	RATE	TOTAL
11/3/2025	Prepare for an attend Staff Directors Meeting	1.25	175.00	218.75
11/4/2025	Review Substantial Damage Determination Reviews for Historic District Ordinance	1.0	175.00	175.00
11/4/2025	Oak Tree Village Demolition Application research and review. (24 CFR Part 58).	2.0	175.00	350.00
11/5/2025	Review Water/Wastewater Pre-Annexation Agreement and changes made thereto	1.0	175.00	175.00
11/10/2025	Staff Meeting and Public Works Meeting	1.5	175.00	262.50
11/12/2025	Review Herald Court Non-Renewal of Contract for Tea/Coffee and Chocolates	1.5	175.00	262.50
11/17/2025	Prepare for and Attend Pre Agenda Meeting	1.5	175.00	262.50
11/19/2025	Prepare for and attend Council Meeting	7.0	175.00	1225.00
11/20/2025	PRWC Contract Review for Subordination with Synovus Bank	1.0	175.00	175.00
11/20/2025	Emerald Lake Finality and Closure reviewed and forwarded to CM and Council	1.0	175.00	175.00
11/20/2025	Review and Respond to PBA Shade Meeting Inquiry	.50	175.00	87.50
11/21/2025	Otherwise Ink Balance Inquiring	.50	175.00	87.50
11/21/2025	Temporary Use Permit Termination	.50	175.00	87.50
11/26/2025	Meeting with City Staff on	1.0	175.00	175.00
11/26/2025	Meeting with Code Compliance	.50	175.00	87.50
11/26/2025	Review Christa Lamozza Lawsuit against the City of Punta Gorda	1.5	175.00	262.50
TOTAL		**23.25**		**$4,068.75**

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

CONSENT AGENDA

Title:	Invoice of Allen, Norton & Blue, P.A. for legal services rendered on June 30, 2025 in the amount of $500.00. Invoice of Allen, Norton & Blue, P.A. for legal services rendered on July 31, 2025 in the amount of $125.00. Invoice of Allen, Norton & Blue, P.A. for legal services rendered on August 31, 2025 in the amount of $3,670.00. Invoice of Allen, Norton & Blue, P.A. for legal services rendered on September 30, 2025 in the amount of $525.00.
Funds:	General
Recommended Action:	City Council approval
Summary:	All invoices for legal services rendered to the City are brought to Council for approval. Allen, Norton & Blue, P.A. provides advanced Employment Law-related legal counsel. Fiscal year expenses, including this invoice total $6,767.36.
Department/Division:	City Manager

EXHIBITS:

1. Invoice #186489 in the amount of $500.00
2. Invoice #187627 in the amount of $125.00
3. Invoice #188400 in the amount of $3,670.00
4. Invoice #189230 in the amount of $525.00

ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

July 9, 2025

Invoice No. 186489

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

INVOICE SUMMARY

For Professional Services Rendered through June 30, 2025

Client-Matter: 1731-00000

RE: Re: General Matters

Total Professional Fees	$ 500.00
Total Expenses	$ .00
TOTAL THIS INVOICE	**$ 500.00**

Invoice No. 186489 July 9, 2025

PROFESSIONAL SERVICES

Date	TKPR	Description	Hours	Amount
6/02/25	BK	Conference call with Jeff Payne re: complaint from D. Ryan and begin working on response	.70	175.00
6/04/25	BK	Prepare draft response to D. Ryan appeal and complaint and email with Jeff Payne re: same	1.30	325.00
		TOTAL PROFESSIONAL FEES		**$ 500.00**

SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Hours	Rate	Total
Brian Koji	Partner	2.00	250.00	500.00
Total		**2.00**		**$ 500.00**

TOTAL THIS INVOICE **$ 500.00**

ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

July 9, 2025

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

Invoice No. 186489

REMITTANCE ADVICE

Client-Matter: 1731-00000

RE: Re: General Matters

BALANCE DUE THIS INVOICE **$ 500.00**

All checks should be made payable to:
(Please return this advice with payment.)

Allen Norton & Blue, P.A.
ATTN: Accounts Receivable
121 Majorca Avenue
Coral Gables, Florida 33134

For payment by wire or ACH in USD:

Name: Allen Norton & Blue, P.A.
Address: 121 Majorca Avenue
Coral Gables, FL 33134
Routing Number: 084000026
Account #: 20001844164
Bank Name: First Horizon
Bank Address: 2109 Ponce De Leon Blvd.,
Coral Gables, FL 33134
Telephone Number: 305-442-9991

Please reference: Invoice 186489, File # 1731 - 00000

INVOICES ARE PAYABLE UPON RECEIPT

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ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

August 15, 2025

Invoice No. 187627

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

INVOICE SUMMARY

For Professional Services Rendered through July 31, 2025

Client-Matter: 1731-00000

RE: Re: General Matters

Total Professional Fees	$ 125.00
Total Expenses	$ .00
TOTAL THIS INVOICE	**$ 125.00**
Previous Balance	$ 500.00
TOTAL BALANCE DUE	**$ 625.00**

Invoice No. 187627 August 15, 2025

PROFESSIONAL SERVICES

Date	TKPR	Description	Hours	Amount
7/16/25	BK	Review email from Jeff Payne re: reprimand grievance, review CBA and PRR, and email with Jeff re: same	.40	100.00
7/22/25	BK	Email with Jeff Payne re: response to PBA general counsel inquiry regarding job description change	.10	25.00
		TOTAL PROFESSIONAL FEES		**$ 125.00**

SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Hours	Rate	Total
Brian Koji	Partner	.50	250.00	125.00
Total		**.50**		**$ 125.00**

TOTAL THIS INVOICE **$ 125.00**

Invoice No. 187627 August 15, 2025

OUTSTANDING INVOICES

Invoice Number	Date	Invoice Total	Payments Received	Ending Balance
186489	7/09/25	500.00	.00	500.00

Previous Balance	$ 500.00
Balance Due This Invoice	$ 125.00
TOTAL BALANCE DUE	**$ 625.00**

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
$ .00	$ 500.00	$ .00	$ .00	$ .00	$ 500.00

ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

August 15, 2025

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

Invoice No. 187627

REMITTANCE ADVICE

Client-Matter: 1731-00000

RE: Re: General Matters

BALANCE DUE THIS INVOICE	**$ 125.00**
Previous Balance	$ 500.00
TOTAL BALANCE DUE	**$ 625.00**

All checks should be made payable to:
(Please return this advice with payment.)

Allen Norton & Blue, P.A.
ATTN: Accounts Receivable
121 Majorca Avenue
Coral Gables, Florida 33134

For payment by wire or ACH in USD:

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Address: 121 Majorca Avenue
Coral Gables, FL 33134
Routing Number: 084000026
Account #: 20001844164
Bank Name: First Horizon
Bank Address: 2109 Ponce De Leon Blvd.,
Coral Gables, FL 33134
Telephone Number: 305-442-9991

Please reference: Invoice 187627, File # 1731 - 00000

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ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

September 15, 2025

Invoice No. 188400

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

INVOICE SUMMARY

For Professional Services Rendered through August 31, 2025

Client-Matter: 1731-00000

RE: Re: General Matters

Total Professional Fees	$ 3,670.00
Total Expenses	$ .00
TOTAL THIS INVOICE	**$ 3,670.00**
Previous Balance	$ 625.00
TOTAL BALANCE DUE	**$ 4,295.00**

Invoice No. 188400 September 15, 2025

PROFESSIONAL SERVICES

Date	TKPR	Description	Hours	Amount
8/08/25	BK	Review documents forwarded by Jeff Payne re: Karen Converse matter	1.10	275.00
8/13/25	BK	Review materials for employee investigation interviews	.30	75.00
8/13/25	MKM	[2025 WWTP Morale Issue and Investigation] Prepare documents for attorney regarding witness interviews.	.70	70.00
8/14/25	BK	Attend witness interviews of WWTP employees re: morale and employee issues and travel to and from City for same	11.90	2,975.00
8/18/25	BK	Attend telephonic interviews of Burris and Scarsella re: allegations against KC, email with Jeff Payne re: same, and discussion with Jeff Payne re: options	1.10	275.00
		TOTAL PROFESSIONAL FEES		**$ 3,670.00**

SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Hours	Rate	Total
Marie McAdams	Paralegal	.70	100.00	70.00
Brian Koji	Partner	14.40	250.00	3,600.00
Total		**15.10**		**$ 3,670.00**

TOTAL THIS INVOICE **$ 3,670.00**

Invoice No. 188400 September 15, 2025

OUTSTANDING INVOICES

Invoice Number	Date	Invoice Total	Payments Received	Ending Balance
186489	7/09/25	500.00	.00	500.00
187627	8/15/25	125.00	.00	125.00

Previous Balance	$ 625.00
Balance Due This Invoice	$ 3,670.00
TOTAL BALANCE DUE	**$ 4,295.00**

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
$ 125.00	$ .00	$ 500.00	$ .00	$ .00	$ 625.00

ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

September 15, 2025

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

Invoice No. 188400

REMITTANCE ADVICE

Client-Matter: 1731-00000

RE: Re: General Matters

BALANCE DUE THIS INVOICE	**$ 3,670.00**
Previous Balance	$ 625.00
TOTAL BALANCE DUE	**$ 4,295.00**

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Coral Gables, Florida 33134

For payment by wire or ACH in USD:

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Coral Gables, FL 33134
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Bank Name: First Horizon
Bank Address: 2109 Ponce De Leon Blvd.,
Coral Gables, FL 33134
Telephone Number: 305-442-9991

Please reference: Invoice 188400, File # 1731 - 00000

INVOICES ARE PAYABLE UPON RECEIPT

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ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

October 8, 2025

Invoice No. 189230

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

INVOICE SUMMARY

For Professional Services Rendered through September 30, 2025

Client-Matter: 1731-00000

RE: Re: General Matters

Total Professional Fees	$ 525.00
Total Expenses	$ .00
TOTAL THIS INVOICE	**$ 525.00**
Previous Balance	$ 4,295.00
TOTAL BALANCE DUE	**$ 4,820.00**

Invoice No. 189230 October 8, 2025

PROFESSIONAL SERVICES

Date	TKPR	Description	Hours	Amount
9/03/25	BK	Review prior CM contracts and email with Jeff Payne re: same and suggesting proposed revisions	1.50	375.00
9/08/25	BK	Review revised draft CM employment agreement and email with Jeff Payne re: same	.60	150.00
		TOTAL PROFESSIONAL FEES		**$ 525.00**

SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Hours	Rate	Total
Brian Koji	Partner	2.10	250.00	525.00
Total		**2.10**		**$ 525.00**

TOTAL THIS INVOICE **$ 525.00**

Invoice No. 189230 October 8, 2025

OUTSTANDING INVOICES

Invoice Number	Date	Invoice Total	Payments Received	Ending Balance
186489	7/09/25	500.00	.00	500.00
187627	8/15/25	125.00	.00	125.00
188400	9/15/25	3,670.00	.00	3,670.00

Previous Balance	$ 4,295.00
Balance Due This Invoice	$ 525.00
TOTAL BALANCE DUE	**$ 4,820.00**

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
$ 3,670.00	$ 125.00	$ 500.00	$ .00	$ .00	$ 4,295.00

ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION
121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

October 8, 2025

City of Punta Gorda
Jeff Payne, HR Manager
Attn: Jeff Payne,
HR Manager
326 West Marion Avenue
Punta Gorda, FL 33950-449

Invoice No. 189230

REMITTANCE ADVICE

Client-Matter: 1731-00000

RE: Re: General Matters

BALANCE DUE THIS INVOICE	**$ 525.00**
Previous Balance	$ 4,295.00
TOTAL BALANCE DUE	**$ 4,820.00**

All checks should be made payable to:
(Please return this advice with payment.)

Allen Norton & Blue, P.A.
ATTN: Accounts Receivable
121 Majorca Avenue
Coral Gables, Florida 33134

For payment by wire or ACH in USD:

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Coral Gables, FL 33134
Telephone Number: 305-442-9991

Please reference: Invoice 189230, File # 1731 - 00000

INVOICES ARE PAYABLE UPON RECEIPT

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CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

CONSENT AGENDA

Title:

A resolution of the City of Punta Gorda, Florida, approving the amended agreement governing the school resource officer program between the City of Punta Gorda, Florida and the School Board of Charlotte County, Florida; authorizing the City of Punta Gorda mayor to execute the agreement on behalf of the City; and providing an effective date.

Funds: General Fund

Recommended Action: City Council approval and contract execution by Mayor.

Summary: Due to anticipated major budget cuts for Charlotte County Schools, members of the School Administration requested that we reduce the number of school resource officers (SROs) SROs in Punta Gorda by one (from seven to six). The City currently has two officers in Charlotte High School (approximately 2,000 students), two officers in Punta Gorda Middle School (approximately 1,200 students), one officer in Sallie Jones Elementary School, and one officer assigned to the Baker Center. The School Administration elected to remove funding for the SRO that is currently assigned to the Baker Center since it is considered a pre-k Head Start facility and is not required to have a SRO. They offered to provide a security officer or guardian in place of the SRO. However, in an effort to ensure a safe environment, as well as, foster positive interactions between law enforcement and the children, parents, and staff, the Punta Gorda Police Department will continue to have an officer assigned to the Baker Center using another position in the Department. This will affect the Police Department's overall staffing since the vacancy cannot be filled due to the unexpected cost to fund the position that was previously funded by the School Board. Since the funding is being reduced for the SRO program, an amendment to the contract was made and will need to be approved by City Council.

Department/Division: Police

EXHIBITS:

1. Resolution - School Resource Officer Program
2. Agreement - School Resource Officer Program

City of Punta Gorda

Resolution No. _____

A RESOLUTION OF THE CITY OF PUNTA GORDA, FLORIDA, APPROVING THE AMENDED AGREEMENT GOVERNING THE SCHOOL RESOURCE OFFICER PROGRAM BETWEEN THE CITY OF PUNTA GORDA, FLORIDA AND THE SCHOOL BOARD OF CHARLOTTE COUNTY, FLORIDA; AUTHORIZING THE CITY OF PUNTA GORDA MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, during the 2019 legislative session, Section 1006.13, Florida Statutes was amended, requiring the School Board to enter into agreements with their respective sheriffs and police departments to ensure that any acts posing a threat to school safety are reported to law enforcement and detailing the role of school resource officers in handling such incidents and the procedures for requiring school personnel to consult with school resource officers concerning delinquent acts and crimes; and

WHEREAS, the School Board and the City are parties to a School Resource Officer Program Agreement executed on July 24, 2018 (hereinafter referred to as the "Agreement"); and

WHEREAS, the School Board and the City are mutually responsible for providing a safe environment within which students can receive appropriate instructional and educational services through the cooperative efforts of the parties to the benefit of the public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PUNTA GORDA, FLORIDA, THAT:

1. The Amendment to the School Resource Officer Program Agreement between the City of Punta Gorda and School Board of Charlotte County, a copy of which is attached hereto and made a part hereof, is hereby approved.

    a. Paragraph 3 is amended to six (6) qualified SROs instead of seven (7) and removing the Baker Center as one of the locations where the funding of the SRO position is provided by the School Board of Charlotte County.
    b. Paragraph 16 is amended to reflect the current salary cost of the 35% contribution to three (3) SRO positions. The cost funded by the School Board is now $172,882 instead of $150,247.
    c. Paragraph 17 is amended to reduce the number of SROs being 100% funded by the School Board. The cost is now $489,014 for three (3) SROs instead of $514,558 for four (4) SROs.

2. The Mayor is hereby authorized to execute same on behalf of the City.

3. This Resolution shall become effective immediately upon adoption.

ADOPTED in regular session of the City Council of the City of Punta Gorda, Florida, this 14th day of January 2026.

CITY OF PUNTA GORDA, FLORIDA

By: _____
DR DEBORAH LUX, Mayor

ATTEST:

_____
SARA WELCH, City Clerk

APPROVED AS TO FORM AND CONTENT:

_____
STEPHEN LESKOVICH, ESQ., Interim City Attorney
Bar # 19484

AGREEMENT
BETWEEN THE SCHOOL BOARD
OF CHARLOTTE COUNTY, FLORIDA AND
THE CITY COUNCIL FOR THE CITY OF PUNTA GORDA, FLORIDA

THIS AGREEMENT made and entered into this 14th day of January, 2026, by and between the School Board of Charlotte County, Florida (hereinafter "School Board") and the City Council for the City of Punta Gorda, Florida (hereinafter "City") pertaining to a School Resource Officers or Safe Schools Officers, as the context may require, Program pursuant to Section 1006.12, Florida Statutes.

RECITALS

The School Board is willing, during the term of this Agreement, to provide funds to reimburse the City for the salaries and the benefits of the Safe-School Officers program as specified in order to preserve the Safe School Officers it presently operates in the Charlotte County Public Schools. All Safe School Officers shall hereinafter be known as School Resource Officers (hereinafter SROs) and will meet the applicable statutory criteria.

The School Board and City hereby enter into an Agreement for the provision of services by the City of Punta Gorda Police Department to the Charlotte County School District as a part of the School Resource Officer Program.

It is agreed between the parties as follows:

1. The foregoing recitals are true and a part of this Agreement.

2. The goals of the School Resource Officer Program are:

    a. To patrol the grounds of the school assigned, in order to deter any and all unwanted persons from entering onto the school campus, in the attempt to create as safe environment as possible for all students and faculty;

    b. To perform all of his or her sworn law enforcement duties and follow the guidelines set forth in Florida State Statutes;

    c. To identify and prevent delinquent behavior and substance abuse through training and serving as a positive role model;

    d. To foster a better understanding of the law enforcement functions with the faculty and the students in the school environment;

    e. To develop and practice positive concepts of law enforcement;

    f. To develop a better appreciation of citizen rights, obligations and responsibilities;

    g. To provide information about crime prevention and be prepared to teach others using information and the training they have received for this purpose;

    h. To provide assistance and support for crime victims identified within the school setting, including abused children;

i. To promote positive relations between students and law enforcement officers;

3. During the term of this Agreement, the City will provide to the School Board six (6) qualified SROs with substantially the same level of training and experience as those presently serving as City of Punta Gorda Police Officers. The City will provide two (2) SROs at Charlotte High School, two (2) at Punta Gorda Middle School, and one (1) at Sallie Jones Elementary School. The final SRO (1) will serve in a supervisory capacity which includes providing coverage at any school that has a gap in staffing from the levels outlined previously.

    a. Times for high school hours of operation are 7:10 a.m. – 2:10 p.m.

        i. Suggested SRO times 6:30 a.m. – 2:30 p.m.

    b. Times for middle school hours of operation are 9:10 a.m. – 4:10 p.m.

        i. Suggested SRO times 8:35 a.m. – 4:35 p.m.

    c. Times for elementary school hours of operation are 8:20 a.m. – 2:50 p.m.

        i. Suggested SRO times are 7:30 a.m. – 3:30 p.m.

4. The SROs may, on an occasional basis, as directed by the Superintendent of Charlotte County Public Schools, and in coordination with the City of Punta Gorda Police Department or its designee, be required at other educational facilities.

5. SROs shall be certified law enforcement officers, as defined in Section 943.10 (1), Florida Statutes, having the powers and duties of a law enforcement officer throughout their tenure as SROs. They shall be appointed law enforcement police officers and shall remain members of the City of Punta Gorda Police Department and shall not be employees of the Charlotte County School Board. The School Board and the City acknowledge that the SROs will remain subject to the chain of command of the City of Punta Gorda Police Department. The City shall be responsible for the control and direction of the SROs assigned to the School Resource Officer Program. The selection of police officers to serve as new SROs shall be made jointly by the City and the Superintendent, and/or their designees. The day-to-day activities of SROs shall be coordinated by the individual school principal in consultation with the City. SROs will not be scheduled for regular administrative or classroom duties except with the consent of the City.

6. **Crisis Intervention Training**: SRO's will meet training requirements, as provided under Sections 1006.12 (1) and (2) F.S. as they relate to mental health crisis intervention and de-escalation training. Mental health crisis intervention training will be conducted through a curriculum developed by a recognized national organization with expertise in mental health crisis intervention.

7. **Mandatory Reporting to Safe-School Office of Discipline, Dismissal or Discharge of Firearm.** Under the Department of Education Rule 6A-1.0018, the Board must report the discipline and dismissal of safe-school officers and any discharge of an officer's weapon, outside of training activities, to the Office of Safe Schools within 72 hours.

8. The SROs are law enforcement police officers and will function as such, both on and off campus. They are

not to serve as disciplinarians for school officials. In-school discipline will remain the responsibility of the school administration and the Superintendent. The SROs will, however, investigate crimes which occur on campus, with emphasis on violent crimes and apprehending those involved in illicit drug sales and use. They will also apprehend and arrest persons who are unlawfully trespassing on the school campuses.

9. Section 1006.13, Florida Statutes, requires the School Board to enter into an agreement with their respective sheriffs and police departments to ensure that any acts posing a threat to school safety are reported to law enforcement and detailing the role of school resource officers in handling such incidents and the procedures for requiring school personnel to consult with school resource officers concerning delinquent acts and crimes. The School Board and the City are mutually responsible for providing a safe environment within which students can receive appropriate instructional and educational services through the cooperative efforts of the parties to the benefit of the public health, safety and welfare.

   The SRO's will maintain order on the school campuses and shall not ignore criminal acts that come to their attention.

   a. School Board shall adopt a policy of zero tolerance that:

      1. Defines criteria for reporting to the City any act that poses a threat to school safety that occurs whenever or wherever students are under the jurisdiction of the School Board.
      2. Defines acts that pose a threat to school safety.
      3. Defines petty acts of misconduct which are not a threat to school safety and do not require consultation with law enforcement.
      4. Minimizes the victimization of students, staff, or volunteers, including taking all steps necessary to protect the victim of any violent crime from any further victimization.
      5. Establishes a procedure that provide each student with the opportunity for a review of any disciplinary action imposed on such student by such policy pursuant to s. 1006.07.
      6. Requires the threat assessment team to consult with law enforcement when a student exhibits a pattern of behavior, based upon previous acts or the severity of an act that would pose a threat to school safety.

   b. Students found to have committed one of the following offenses shall be expelled, with or without continuing educations services, from the student's regular school for a period of not less than one (1) full year, and shall be referred to the criminal justice or juvenile justice system.

      1. Bringing a firearm or weapon, as defined in chapter 790, F.S., to school, to any school function or onto any school-sponsored transportation or possessing a firearm at school.
      2. Making a threat or false report, as defined by ss. 790.162 and 790.163, F.S. respectively, involving school personnel's property, school transportation, or a school sponsored activity.

   b. District school boards may assign such students to a disciplinary program for the purpose of continuing education services during the period of expulsion.

10. The SROs will serve as educational resources and when requested, will address groups of students in reference to subjects involving law enforcement matters and/or student safety. The SROs will also serve

school personnel as instructional resources to school personnel, to familiarize them with methods and techniques of identifying and handling substance abuse and other criminal activities. They will serve in an advisory capacity to the school principals whenever requested.

11. The SROs will maintain order on the school campuses and shall not ignore any criminal acts that come to their attention.

12. The School Board and the City will cooperate in the operation of the SRO program. The School Board shall provide adequate supplies and office space at each school campus.

13. All information and coordination from the City of Punta Gorda Police Department personnel supervising the SRO program shall be routed through the office of the Superintendent or his designee. Such information and coordination from City's personnel shall include, but not be limited to, scheduling county level SRO meetings, meetings with School district officials, drug/explosive canine inspection or search schedules, smoking ticket operations, security detail schedules, changes in SRO policy, SRO absences and safety or security plans.

14. The SROs shall report directly to the principals of their assigned schools for time keeping purposes. Each SRO may be scheduled by the principal for a total of 84 hours during the work period set by the City of Punta Gorda Police Department. The City suggests each of its law enforcement police officers to come to the Administration offices each day, at the beginning of their shift, to obtain Vital Departmental Information and "Be On the Lookout" information pertaining to criminal activity in the community. SROs are required to report to their Administration offices to timely file all necessary paperwork and reports to be recorded at the City of Punta Gorda Police Department, and to convey and pass on necessary information to the Administrative officers. The SROs shall be scheduled to be present on school campuses during regular teacher work days. All time sheets for the SROs will be recorded at the City of Punta Gorda Police Department. A copy of all SRO time sheets shall be forwarded to the Superintendent or his designee. At the request of the principal, special details may be scheduled for after-school activities and special events at the current Agency detail rate. These special details will be coordinated through the School District Security Office and the City of Punta Gorda Police Department.

15. SROs will be off during Christmas Vacation, Spring Break and the summer recess between regular school years. However, reduced SRO coverage will be provided on the days schools are providing summer school. SROs will follow all guidelines, policies and procedures set forth by the City of Punta Gorda Police Department for sick leave and emergency leave. Schools with two SROs are permitted to go down to one SRO to provide coverage at another school during periods of SRO absences. If any school site, as identified in this agreement as a designated site for an SRO is without an SRO for more than ten (10) days in a single school year, Charlotte County Public Schools shall be reimbursed for every day an SRO is not present regardless of the reason.

16. Annually, on July 1st, the School Board shall provide funds to the City of Punta Gorda in response to monthly invoices in equal monthly installments for the SRO Program costs as reasonably determined by the City. The costs of the School Board contribution under this Agreement shall be $172,882 (equal to 35% of the Program costs) as determined by the City in accordance with this agreement (for the three SRO positions established prior to July 1, 2018). Any increase in the total SRO Program cost to the School Board shall be limited to salary and operating expense increases as authorized by the City Council for the City's annual budget.

17. The costs of the School Board contribution under this Agreement shall be $489,014 annually as determined by the City in accordance with this agreement (for the three (3) SRO positions established after July 1, 2018). Any increase in the total SRO Program cost to the School Board shall be limited to

salary and operating expense increases as authorized by the City Council for the City's annual budget.

For the purposes of this provision, contract year shall mean the period between July 1st and June 30th of the next ensuing year.

The cost to the School Board for any SRO who begins training or service as an SRO after the beginning of the contract year shall be prorated.

18. Should any disagreement or concern arise as to the proper role or performance of the SROs or an individual SRO, the Superintendent and the City of Punta Gorda Police Department chain of command shall be immediately notified and they, or their designees, shall meet as soon as possible in an attempt to resolve the disagreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the City, or its designees.

19. The City shall only reassign or relieve an SRO of his or her normal SRO duties in exigent circumstances. In the event of any reassignment of a SRO, the School Board shall be relieved of any obligation to pay any share of the cost for such re-assigned or relieved SRO. The adjustment for any such reassigned SRO shall be made in each ensuing monthly billing from the City to the School Board.

20. The School Board, the City, their agents and employees, agree to cooperate in good faith in fulfilling the terms of this Agreement.

21. During the term of this Agreement, the City shall be responsible for maintaining records relating to the training of School Resource Officers.

22. The initial term of this Agreement shall be from January 14, 2026 to June 30, 2026. . Thereafter, this Agreement shall automatically renew on an annual basis, July 1st through June 30th, unless it is terminated by either party on or before March 30th of each year by written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

ATTEST:

SCHOOL BOARD OF CHARLOTTE COUNTY, FLORIDA

Mark Vianello,
Superintendent of Schools

John LeClair, Chair

Approved as to Form and Legal Content
by Shumaker, Loop & Kendrick, LLP
Attorneys for The School Board
of Charlotte County, Florida
Signed: MRM
Date: December 1, 2025

Shumaker, Loop & Kendrick, LLP
Attorneys for the School Board of Charlotte County

ATTEST:

_____
Sara Welch
Clerk of the City of Punta Gorda

CITY OF PUNTA GORDA, FLORIDA

_____
Deborah Lux
Mayor of the City of Punta Gorda

APPROVED AS TO FORM:

_____
Steven S. Leskovich, J.D., EdD., Interim City Attorney
FL Bar No. 0194840

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

CONSENT AGENDA

Title: City Council Minutes

Funds: Not applicable.

Recommended Action: Approval of the minutes of the City Council meetings.

Summary: The following minutes are available for City Council's review and approval:

- September 22, 2025, Pre-Agenda Meeting
- September 23, 2025, Workshop
- October 6, 2025, Pre-Agenda Meeting
- October 7, 2025, Joint City Council-Historic Preservation Advisory Board Meeting
- October 8, 2025, City Council Regular Meeting
- October 20, 2025, Pre-Agenda Meeting
- October 21, 2025, Joint City Council-Utility Advisory Board Workshop and Meeting
- October 22, 2025, City Council Regular Meeting
- November 17, 2025, Pre-Agenda Meeting
- November 18, 2025, Workshop
- November 19, 2025, City Council Regular Meeting
- December 1, 2025, Pre-Agenda Meeting
- December 2, 2025, Workshop
- December 3, 2025, City Council Regular Meeting
- December 9, 2025, Emergency Joint City Council-Utility Advisory Board Meeting

Department/Division: City Clerk

EXHIBITS:

1. September 22, 2025, Pre-Agenda Minutes
2. September 23, 2025, Workshop Minutes
3. October 6, 2025, Pre-Agenda Minutes
4. October 7, 2025, Joint Historic Preservation Advisory Board Minutes
5. October 8, 2025, Regular Meeting Minutes
6. October 20, 2025, Pre-Agenda Minutes
7. October 21, 2025, Joint Utility Advisory Board Minutes
8. October 22, 2025, Regular Meeting Minutes
9. November 17, 2025, Pre-Agenda Minutes

10. November 18, 2025, Workshop Minutes
11. November 19, 2025, Regular Meeting Minutes
12. December 1, 2025, Pre-Agenda Minutes
13. December 2, 2025, Workshop Minutes
14. December 3, 2025, Meeting Minutes
15. December 9, 2025, Emergency Joint Utility Advisory Board Minutes

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL PRE-AGENDA MEETING MINUTES
SEPTEMBER 22, 2025, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Denton, Julian, Lux, Polk

MEMBERS ABSENT: Lockhart

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; Deputy City Clerk Falkner

CALL TO ORDER

City Manager Reichert called the meeting to order.

1) PUBLIC INPUT

1.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

No comments.

2) BUDGET PUBLIC HEARINGS

2.a A Resolution of the City Council of the City of Punta Gorda adopting a Final Millage Rate for the levying of Ad Valorem Taxes for the City of Punta Gorda, Florida, for Fiscal Year 2025/2026.
Exhibits:
Cover Page
Proposed Resolution Adopting Final Millage Rate for FY 2025/2026

No discussion.

2.b An Emergency Ordinance of the City Council of the City of Punta Gorda, Florida, adopting a budget for Fiscal Year 2025/2026; making appropriations; providing for conflict and severability; and providing an effective date.
Exhibits:
Cover Page
Proposed Emergency Ordinance Adopting a Final Budget for Fiscal Year 2025/2026
Budget Summary for Advertisement
Notice of Budget Hearing for Advertisement

No discussion.

ADJOURNMENT

No discussion.

CALL TO ORDER

No discussion.

AGENDA APPROVAL

No discussion.

1) PROCLAMATIONS / PRESENTATIONS

City Manager Reichert confirmed Councilmembers were amenable to the addition of the two proclamations to the agenda.

Charlie Kirk Proclamation
Exhibits:
Cover Page
Charlie Kirk Proclamation

Chabad of Charlotte County Proclamation
Exhibits:
Cover Page
Chabad Charlotte County Proclamation

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

No introductions.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

No comments.

3) PUBLIC HEARING AGENDA (Quasi-Judicial and Legislative)

3.a GA-07-2025 - An ordinance of the City Council of the City of Punta Gorda, Florida, amending Punta Gorda Code Chapter 10, "Yard Waste, Solid Waste", Article II, "Solid Waste", amending Section 10-11, increasing the monthly fee for removal of solid waste and yard waste; providing for conflict and severability and providing an effective date. SECOND READING
Exhibits:

Cover Page
GA-07-2025 Proposed Ordinance

No discussion.

3.b GA-08-2025 - An ordinance of the City Council of the City of Punta Gorda, Florida, amending the provisions of Chapter 17, "Public Utilities", Article 1, "General Provisions: Water Rates", and Article II, "Use of Public and Private Sewers and Drains; Sewer Rates", Punta Gorda Code, to adjust monthly utility rates; providing for conflict and severability and providing an effective date. SECOND READING
Exhibits:
Cover Page
GA-08-2025 Proposed Ordinance

Tom Spencer explained population growth in the utility service area was less than the increase in demand. He then explained impact fees must be tied to new or expanded capital facilities created to serve growth.
Discussion ensued regarding the process to increase the impact fees, the cap on residential wastewater service, the status of the automated meter infrastructure and manual meter readings, and utilities grant opportunities.

4) ORDINANCES / RESOLUTIONS (No Public Hearing Required)

4.a GA-06-2025 - An ordinance of the City of Punta Gorda amending its 401(A) and 457(B) Retirement Plans by Amending and Restating The City Of Punta Gorda Municipal Employees' Retirement System, adopted pursuant to Ordinance No. 2 018-2024, as subsequently amended; adopting The MissionSquare Retirement Governmental Money Purchase Plan; Approving The MissionSquare Retirement Governmental Money Purchase Plan Adoption Agreement providing for severability of provisions; repealing all ordinances in conflict herewith and providing an effective date. SECOND READING.
Exhibits:
Cover Page
*Mission Square changes 2025
*Mission Square Plan 401a change packet
*Mission Square Plan 457b change packet
*Amending Ordinance 2

Jeff Payne, Human Resources Manager, provided an overview of the changes the proposed ordinance would make to the general employees' retirement system.

5) CONSENT AGENDA

No discussion.

5.a June 16, 2025, Joint City Council and Historic Preservation Advisory Board Workshop Meeting Minutes
Exhibits:
Cover Page

June 16, 2025, Joint Workshop Meeting Minutes

5.b August 20, 2025, Meeting Minutes
Exhibits:
Cover Page
August 20, 2025, Minutes

5.c August 25, 2025, Pre-agenda Meeting Minutes
Exhibits:
Cover Page
August 25, 2025, Pre-Agenda Minutes

5.d August 27, 2025, Meeting Minutes
Exhibits:
Cover Page
August 27, 2025, Minutes

5.e Invoice of Persson, Cohen & Mooney, P.A. for legal services rendered through June 6, 2025, in the amount of $808.50.
Exhibits:
Cover Page
Invoice #6066 in the amount of $808.50

5.f Invoice of Leskovich Law Group, P.A. for legal services rendered through July 29, 2025 in the amount of $6,319.75.
Exhibits:
Cover Page
Invoice No 0825 August 2025

5.g A resolution of the City of Punta Gorda, Florida, accepting a grant award from the Florida Department of Law Enforcement under Agreement No. 3X193 in the amount of $25,000.00 for the Drone Replacement Program. Authorizing the Chief of Police to administer the grant on behalf of the City; and providing an effective date.
Exhibits:
Cover Page
3X193 - Executed Agreement
Resolution

5.h Demolition Permit Update
Exhibits:
Cover Page
Demolition Permits

6) REGULAR AGENDA

6.a Approval of City Manager Employment Agreement - Melissa Reichert
Exhibits:
Cover Page
*City Manager Employment Agreement- M. Reichert

Mayor Lux requested the agreement's numbering be cleaned up.

6.b Road Closure request for Event Permit: 25-194019 - Charlotte High School Homecoming Parade on October 9, 2025

Exhibits:

Cover Page
Application

No discussion.

6.c Impervious Surfaces Discussion and Next Steps

Exhibits:

Cover Page
April 2, 2025, Excerpt re Impervious Surfaces
July 7, 2025, Workshop Minutes

Rachel Barry, Zoning Official, explained the intent of this item was to receive direction from City Council.

6.d Updated Bayfront Design

Exhibits:

Cover Page
Updated Bayfront Design Presentation

No discussion.

6.e Approval to award to Florida Kenworth, A CSM Company of Tampa, Fl for the purchase of one (1) 2026 Kenworth T380 Dump Truck

Exhibits:

Cover Page
Quote - Florida Kenworth of Tampa
Request to Waive Lowest Responsive and Responsible Bidder

Anne Heinen, Procurement Manager, explained the request to waive the low bidder was due to issues with another truck purchased from that vendor. She noted the City had another Kenworth dump truck that had performed reliably.

6.f Agreement to Waypoint Marine Inc. for Management Services at Laishley Park Marina.

Exhibits:

Cover Page
Submission to City Council
Evaluation Document
Agreement
Waypoint Marine Response Package

Anne Heinen explained the basis of the proposed contract, which was intended to provide for management until a final decision was made with regard to the marina's future.
Discussion ensued regarding the options available to City Council, which included not awarding the agreement and continuing to allow the current vendor

to operate under the existing contract, as well as the current status of the marina's slips.

6.g Strategic Plan
Exhibits:
Cover Page
Strategic Plan FY 2026 Draft

No discussion.

7) BOARDS / COMMITTEE

7.a Building Board Composition
Exhibits:
Cover Page
Building Board

No discussion.

7.b Announcement of Vacancies: Burnt Store Isles Canal Advisory Committee (2 regular)
Exhibits:
Cover Page
Burnt Store Isles Canal Advisory Committee

No discussion.

8) REPORTS FROM CITY OFFICERS

8.a City Manager

City Manager Reichert requested Pam Smith, Police Chief, speak on the incident at Chabad of Charlotte County.
Pam Smith spoke on the arson and vandalism at the Chabad property, which was being investigated as a hate crime. She requested residents in the area review their camera footage for leads. She noted increased security would be provided.

8.b Interim City Attorney

No discussion.

8.c City Clerk

No discussion.

9) COUNCIL MEMBER COMMENTS

Councilmember Denton inquired about ways to streamline public comment.
City Manager Reichert suggested Council could opt to address certain items as workshop topics to allow regular meetings to continue running while providing

for additional public comment.

10) PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

There was no public comment.

ADJOURNMENT

The meeting adjourned at 9:45 a.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL WORKSHOP MEETING MINUTES
SEPTEMBER 23, 2025, 5:30 P.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; City Clerk Welch

CALL TO ORDER

Mayor Lux called the meeting to order at 5:01 p.m., followed by the Pledge of Allegiance.

PUBLIC COMMENT

David Kalin spoke on the City's business tax receipts for farmers markets, speaking in favor of amending the fee structure for same. He suggested the City consider bidding out the area of the downtown farmers' market and allowing a farmers' market in Gilchrist Park.
Andrew Sheets spoke in favor of bidding out the area of the downtown farmers' market. He then spoke in favor of the City reaching a settlement with him.
Wendy Mueller spoke in favor of ensuring the correct times of City Council meetings were advertised.

1) WORKSHOP TOPIC

1.a Permitting - Building Department

Exhibits:
Cover Page
Permitting Process Presentation

Ron Cohowcz, Building Official, provided an in-depth presentation reviewing the City's permitting process, including the following processes: (1) permit application; (2) plan review; and (3) inspection. He spoke on issues with the current permitting software, emphasizing the need to transition to a digital permitting process using newer, more secure software. He expressed desire to not pursue new software using the low-bid process. He anticipated new software for a digital permitting process would result in approximately 40% time savings. He stated a scope of work had been submitted to Procurement, expressing optimism same would be put out to bid soon.
Discussion ensued regarding new software and estimated costs for same, increasing building permit fees, and adding an inspection for silt fencing.
Ron Cohowcz noted funds were available for the new software, emphasizing it would likely take 10 to 12 months to implement same.

Councilmember Denton inquired as to the collection of business tax receipts for farmers' markets.
City Manager Reichert replied she would need to clarify same with the City Clerk.

ADJOURNMENT

The meeting adjourned at 6:25 p.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL PRE-AGENDA MEETING MINUTES
OCTOBER 6, 2025, 9:00 A.M.

MEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; City Clerk Welch

CALL TO ORDER

City Manager Reichert called the meeting to order at 9:00 a.m.

AGENDA APPROVAL

There were no changes.

1) PROCLAMATIONS / PRESENTATIONS

1.a Adeline Leonard Seakwood Day

Exhibits:
Cover Page
Adeline Leonard Seakwood Day

Councilmember Lockhart indicated she would present the proclamation.

1.b Florida Climate Week

Exhibits:
Cover Page
Florida Climate Week

Mayor Lux indicated she would present the proclamation.

1.c Florida Native Plant Month

Exhibits:
Cover Page
Florida Native Plant Month

Councilmember Polk indicated she would present the proclamation.

1.d Service Awards

Exhibits:
Cover Page

There was no discussion.

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Rich Bevak thanked City staff for their help and professionalism.

3) PUBLIC HEARING AGENDA (Quasi-Judicial and Legislative)

There were none.

4) ORDINANCES / RESOLUTIONS (No Public Hearing Required)

There were none.

5) CONSENT AGENDA

Councilmember Lockhart inquired as to the drainage for the splash pad.
City Manager Reichert replied Ron Everts, Public Works Director, was working closely with the contractor and engineer for a solution.
Councilmember Lockhart questioned whether the Department of Health had identified the drainage concern.
City Manager Reichert replied same had been identified by City staff.
Mayor Lux requested the project updates be discussed during the regular meetings.
Councilmember Denton concurred.
City Manager Reichert replied same was addressed during her report at regular meetings and included in the Weekly Highlights Report.

5.a September 10, 2025, Regular Meeting Minutes
Exhibits:
Cover Page
September 10, 2025, Minutes

5.b Invoice of Persson, Cohen & Mooney, P.A. for legal services rendered through September 3, 2025, in the amount of $646.80.
Exhibits:
Cover Page
Invoice #6312 in the amount of $646.80

5.c Project Updates
Exhibits:
Cover Page
Project Update 09252025

6) REGULAR AGENDA

City Manager Reichert requested Items 6.e and 6.f be heard following 6.a.
Consensus of Council was to do so.

6.a Interlocal Agreement between Vietnam Memorial Wall of Southwest Florida, Inc., (a 501(c)(3) not for profit Corporation), and the City of Punta Gorda, Florida
Exhibits:
Cover Page
Interlocal Agreement Southwest Florida Vietnam Wall Helicopter

There was no discussion.

6.b Approval of Nature Park sign
Exhibits:
Cover Page
Presentation

Mayor Lux questioned whether the funds would be provided for the nature park sign.
City Manager Reichert replied affirmatively.
Councilmember Julian inquired as to the location for the sign.
Danielle Berhel, Senior Project Manager, stated same would be highlighted by the presenter at the regular meeting.

6.c Boat Canopy Discussion
Exhibits:
Cover Page
Punta Gorda Boater's Coalition Presentation
Save Our Canals Presentation

Councilmember Denton inquired if individuals who wanted to comment on this topic could be encouraged to limit repetitive comments.
City Manager Reichert replied Mayor Lux could request but not require same.

6.d Speed Cameras in the City of Punta Gorda School Zones
Exhibits:
Cover Page
School Zone Speed Camera Safety Program
School Zone Speed Law

Pam Smith, Police Chief, briefly reviewed the plan for implementation of speed cameras.
Councilmember Julian inquired as to the workload that same would cause the Code Enforcement Board.
Pam Smith replied citation appeals generated by the speed cameras would be heard by the Code Enforcement Board.
Rachel Barry, Zoning Official, opined the Code Enforcement Board should be able to handle the additional workload.
Mayor Lux spoke in favor of having officers present in school zones.

6.e Employee Survey
Exhibits:
Cover Page
Employee Survey Presentation 2025

Mayor Lux requested additional details regarding the employee survey.

6.f Process for City Attorney Applications
Exhibits:
Cover Page

There was no discussion.

6.g Event Permit: 25-195528; Downtown Halloween, October 31, 2025.
Exhibits:
Cover Page
Application
Map of Street Closures

There was no discussion.

6.h Event Permit: 25-191575 Premier Auto Auction, December 1-9, 2025 at the Charlotte Harbor Event Center
Exhibits:
Cover Page
Application

There was no discussion.

6.i Award of Amendment to Carollo Engineers of Sarasota, FL, to provide Wellfield Management Consulting Services for fiscal year 2025/2026.?
Exhibits:
Cover Page
Agreement
Recommendation for Award

There was no discussion.

7) BOARDS / COMMITTEE

There was no discussion.

7.a Nominations: Burnt Store Isles Canal Advisory Committee (2 regular)
Exhibits:
Cover Page
Burnt Store Isles Canal Advisory Committee

8) REPORTS FROM CITY OFFICERS

8.a City Manager

City Manager Reichert requested Boyd Lawrence, Planning Director, provide information on a time-sensitive item which had arisen.
Boyd Lawrence provided a brief presentation on an initiative highlighting the Military Heritage Museum for the 250th anniversary of America, reviewing locations for sign installation for same.
City Manager Reichert received confirmation a shade meeting could be held during the pre-agenda meeting in order to discuss the Police Benevolent Association contract. She then questioned if a workshop could be held to discuss sustainability items.
Consensus of Council was to do so.

8.b Interim City Attorney

There were none.

8.c City Clerk

City Clerk Welch stated the Clerk's Office would be participating in the Chamber of Commerce's Window Wars. She then discussed election numbers and a social media campaign she hoped would encourage voter turnout.

9) COUNCIL MEMBER COMMENTS

Mayor Lux inquired as to when the Laishley Marina workshop would be held.
City Manager Reichert replied November 18, 2025, receiving confirmation same could be a morning meeting.
Councilmember Denton expressed desire to pursue kayak rentals through a request for proposals project.
City Manager Reichert replied staff was working on drafting a scope of work for same.

10) PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

There was none.

ADJOURNMENT

The meeting adjourned at 9:31 a.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL – HISTORIC PRESERVATION ADVISORY BOARD
JOINT MEETING MINUTES
OCTOBER 7, 2025, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT:	Denton, Julian, Lockhart, Lux, Polk
BOARD MEMBERS PRESENT:	Teresa Desguin, Dawn Goode, Charles Noble, David Perry, Lucille Ponte, Stephen Valdes
BOARD MEMBERS ABSENT:	Beth Magnin
CITY STAFF PRESENT:	Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Ron Everts, Public Works Director; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; City Clerk Welch

CALL TO ORDER

Mayor Lux called the meeting to order at 5:00 p.m.
Invocation was provided by Kathleen Davis, followed by the Pledge of Allegiance.

AGENDA APPROVAL

Member Goode requested to discuss structural engineering reports for demolition permits. Consensus of City Council and the Historic Preservation Advisory Board was to do so.

NOTE: Structural engineering reports were discussed under Item 2.b.

1) PUBLIC INPUT

1.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Marilyn Mizell advocated for the preservation of the City's historic structures, noting same provided tourism and economic benefits.
Frank Desguin expressed support for Agenda Items 2.a through 2.e, indicating he was unfamiliar with Agenda Item 2.f.
Terry Zeigler spoke in favor of informing new historic structure owners of their responsibility to maintain the structures.

2) REGULAR AGENDA

2.a A.C. Freeman House Use

Exhibits:
Cover Page

Teresa Desguin questioned if discussion was appropriate prior to restoration of the structure commencing.
TJ Thornberry, Charlotte DeSoto Building Industry Association (CDBIA) representative, anticipated the CDBIA would provide a contract to the City by early next week. He stated the CDBIA had no input on use of the structure once restored.
Discussion ensued regarding use of the structure after restoration, with Board members commenting positively on the plan for restoration and Member Perry drawing attention to a document outlining future use of the building, which had been prepared previously.
Consensus of City Council was to revisit use of the building once repairs had begun.

2.b Ordinance/City Policy to Protect Historic Homes

Exhibits:

Cover Page

Member Desguin explained she had requested this item due to continued loss of historic homes. She desired a policy to inform potential buyers of the responsibilities of owning a historic structure and clarification of which structures are on the registry.
Discussion ensued regarding processes to educate potential buyers, realtors, and homeowners, with Member Goode speaking on use of preservation easements in perpetuity as a tool for preservation of historic structures' exteriors and Member Magnin indicating she would reach out to other municipalities regarding their policies to promote historic preservation.
Member Goode then brought up concerns regarding the structural engineering reports required for demolition permits, expressing preference for the structural engineer providing the report to have the "Structural Engineer" designation.
Discussion ensued regarding the structural engineering report and the qualifications of engineers who produce same, with Board members expressing desire to continue requiring the reports.
Rachel Barry, Zoning Official, stated the template for the Certificate of Appropriateness application could be updated to indicate that the structural engineering report required certain items to be addressed, indicating a draft could be provided at the next Board meeting. She then spoke on the impact of individual listing and contributing structures on the National Registry as well as inclusion on the Florida Master Site File. She stated she was working to finalize a comprehensive list of structures.
Discussion ensued regarding listing of properties on a local register of historic places, including the criteria for inclusion, and the process to establish same.

2.c Establishment of a "Preservation" Fund

Exhibits:

Cover Page

Member Desguin explained she had requested consideration to levy a one-tenth mill ad valorem assessment throughout the City to establish a preservation fund, anticipating same would generate approximately $500,000 in its first year. She

explained the fund could be used to assist in historic structure preservation efforts.
Discussion ensued regarding how such an assessment would be levied, the State legislature's consideration of reducing or eliminating property tax, and the potential to increase the tourist development tax for historic preservation.

2.d Transitioning the Historic Preservation Advisory Board
Exhibits:
Cover Page

Member Desguin questioned how the Board could be made more effective at promoting historic preservation.
Discussion ensued regarding the Board's desire to have greater authority to protect historic structures and become more proactive in preservation efforts.

2.e A.C. Freeman House Restoration
Exhibits:
Cover Page

NOTE: All discussion of the A.C. Freeman House occurred under Item 2.a.

2.f Post Damage and Rebuild Decisions
Exhibits:
Cover Page

Councilmember Polk expressed desire to ensure the Land Development Regulations kept the historic character of the historic district.
Discussion was then held regarding the Calostimucu sculpture, with Member Noble indicating he was establishing a fund for its preservation. Another discussion was then held regarding reporting on demolition permits.

ADJOURNMENT

The meeting adjourned at 6:46 p.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL REGULAR MEETING MINUTES
OCTOBER 8, 2025, 9:00 A.M.
11300 BURNT STORE ROAD
PUNTA GORDA, FLORIDA 33982

MEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; City Clerk Welch

CALL TO ORDER

Mayor Lux called the meeting to order at 9:00 a.m.
Carlo Gargiulo provided the invocation, followed by the Pledge of Allegiance.

AGENDA APPROVAL

There were no additions or deletions to the agenda.

1) PROCLAMATIONS / PRESENTATIONS

1.a Adeline Leonard Seakwood Day

Exhibits:
Cover Page
Adeline Leonard Seakwood Day

Councilmember Lockhart presented the proclamation to Nanette Leonard.

1.b Florida Climate Week

Exhibits:
Cover Page
Florida Climate Week

Mayor Lux presented the proclamation to Solemi Hernandez, Food and Water Watch.

1.c Florida Native Plant Month

Exhibits:
Cover Page
Florida Native Plant Month

Councilmember Polk presented the proclamation to Ava Lasseter, President of the Mangrove Chapter of the Florida Native Plant Society.

1.d Service Awards

Exhibits:
Cover Page

Ron Cohowcz, Building Official, presented Suz Russell with a 30-year service award.
Ron Everts, Public Works Director, presented Matthew Kenney a 15-year service award.

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

There were no introductions.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Terry Dodson expressed support for freedom of speech but opined using a megaphone so loud it could be heard a block away was not appropriate.
Bruce Hoenstadt, Sam Taylor, Alfred Coloche, Steve Cornwell, Aaron Martinsky, JD Young, and James Ayres expressed support for the placement of a Huey helicopter in Veterans Park.
Bill Page spoke in favor of an event permit fee waiver to assist local businesses in reestablishing Punta Gorda as a festival location and streamlining the event permit application process.
City Manager Reichert received confirmation from City Council to hold a workshop focused on events on December 2, 2025.
Joe Camerano, Chuck Lewis, Jeff Ziemer, Tom Fisher, Kathleen Davis, and Mark Janus spoke in favor of continuing to prohibit permanent boat canopies.
Robert Larnerd, David Elkins, and Theresa Russell spoke in favor of allowing permanent boat canopies.

3) PUBLIC HEARING AGENDA (Quasi-Judicial and Legislative)

There were no items scheduled.

4) ORDINANCES / RESOLUTIONS (No Public Hearing Required)

There were no items scheduled.

5) CONSENT AGENDA

Councilmember Lockhart **MOVED** approval of the Consent Agenda, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

5.a September 10, 2025, Regular Meeting Minutes
Exhibits:

Cover Page
September 10, 2025, Minutes

5.b Invoice of Persson, Cohen & Mooney, P.A. for legal services rendered through September 3, 2025, in the amount of $646.80.
Exhibits:
Cover Page
Invoice #6312 in the amount of $646.80

5.c Project Updates
Exhibits:
Cover Page
Project Update 09252025

6) REGULAR AGENDA

6.a Interlocal Agreement between Vietnam Memorial Wall of Southwest Florida, Inc., (a 501(c)(3) not for profit Corporation), and the City of Punta Gorda, Florida
Exhibits:
Cover Page
Interlocal Agreement Southwest Florida Vietnam Wall Helicopter

Richard Lehmkuhl explained a contract had been returned to address City Council's concerns regarding the pad for the helicopter as well as responsibilities for the acquisition, installation, and long-term maintenance of the proposed UH-1 Iroquois "Huey" helicopter.
Discussion ensued regarding: (1) the security of the aircraft; (2) maintenance of the helicopter in the future as Vietnam veterans passed; and (3) insurance on the helicopter held by the Vietnam Memorial Wall of Southwest Florida.
Councilmember Polk **MOVED** approval of the agreement, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

6.b Approval of Nature Park sign
Exhibits:
Cover Page
Presentation

Joyce Lawler, Punta Gorda Isles Green Thumbs, and Bren Curtis, Peace River Audubon Society, provided a presentation on the proposed sign about native plants and wildlife inside the Nature Park at a new planting area they were developing, requesting approval to install same.
Councilmember Denton **MOVED** approval to place the sign at the proposed location in the Nature Park, **SECONDED** by Councilmember Polk.
MOTION UNANIMOUSLY CARRIED.

6.c Boat Canopy Discussion
Exhibits:
Cover Page
Punta Gorda Boater's Coalition Presentation
Save Our Canals Presentation

Chris Dykes, Punta Gorda Boater's Coalition, provided a presentation in support of allowing permanent boat canopies, noting they would protect boats from sun damage, be easier than boat covers for residents with mobility issues, and provide protection from the sun for residents working on their boats.
Ann and Richard Bevak provided a presentation supporting the City's current prohibition on permanent boat canopies, noting same would obstruct views, be difficult to monitor for compliance with maintenance codes, and could result in additional debris in canals following hurricanes.
Discussion ensued regarding permanent boat canopies, with the following information: (1) Burnt Store Isles Canal Advisory Committee and Punta Gorda Isles Canal Advisory Committee did not have a formal recommendation; (2) Burnt Store Isles Association was opposed to allowing permanent boat canopies; (3) Punta Gorda Isles Civic Association would not take a position on this matter; (4) combined survey results and emails to City Council compiled by Mayor Lux provided 729 survey responses, with 539 opposed to allowing permanent boat canopies, 184 in favor of permanent boat canopies, and 6 uncertain.
Mayor Lux expressed concern regarding the danger boat canopy materials entering the canal could pose to smalltooth sawfish.
Councilmember Lockhart stated she was not in support of allowing permanent boat canopies due to the opposition voiced by a majority of residents and concerns regarding unintended consequences.
Councilmember Denton stated she could not support allowing permanent boat canopies as the majority of residents were not in favor of same.
Councilmember Polk noted boat canopies in Cape Coral had prevented boats from being able to rise with floodwater during hurricane storm surge.
Councilmember Julian stated the majority of residents had expressed opposition to allowing permanent boat canopies.
Councilmember Lockhart **MOVED** to deny permanent boat canopies, **SECONDED** by Councilmember Polk.
MOTION UNANIMOUSLY CARRIED.
Councilmember Polk noted a referendum could be held if enough signatures were collected.

NOTE: A 10-minute recess was called at 11:22 a.m.

6.d Speed Cameras in the City of Punta Gorda School Zones
Exhibits:
Cover Page
School Zone Speed Camera Safety Program
School Zone Speed Law

Pam Davis, Police Chief, spoke on House Bill 657 that became effective on May 31, 2023, and authorized the use of cameras to enforce speeding camera programs and enhance the safety of children in school zones. She noted Charlotte County (County) had approved a speed camera program for their school zones, stating implementing a program in the City would ensure better compliance with school zone speeds to reduce the risk of pedestrian fatalities. She concluded by recommending City Council authorize staff to proceed with establishing a speed camera program for school zones in the City. She indicated two vendor staff and then a Police staff member would verify the validity of

citations. She noted a study had determined use of empty police vehicles did not provide a lasting solution and she preferred to keep the School Resource Officer vehicles at the school so it was understood an officer was inside to protect students.
Discussion ensued regarding the speed camera program, with clarification received on the following: (1) the program was funded through the fines collected; (2) installation would be performed by the vendor; (3) signage would indicate the times the school zone speeds were effective; (4) potential to hire additional officers for alternative enforcement; (5) removal of speed cameras for school zones from other communities.
Butch Tillman spoke against installation of speed cameras in school zones.
Carol MacDonald and Ed Parshall expressed support for installation of speed cameras in school zones.
Gary Skillicorn spoke in favor of locating school zone signage to achieve zero speed violations.
Discussion continued regarding the cost and benefits of hiring and setting up 6 new officers to monitor school zone speeds, existing conditions of speeding and accidents in the school zones, and consequences of failure to pay the speed camera tickets.
Councilmember Lockhart **MOVED** approval for staff to move forward with the procurement process for a speed camera program in school zones, **SECONDED** by Councilmember Denton.
AYE: Denton, Julian, Lockhart
NAY: Lux, Polk
MOTION UNANIMOUSLY CARRIED.

6.e Employee Survey
Exhibits:
Cover Page
Employee Survey Presentation 2025

Jeff Payne, Human Resources Manager, provided a brief presentation reviewing the results of the recent employee survey. He stated the survey received 123 responses, which was approximately 35% of employees.
City Manager Reichert indicated she would be working with Jeff Payne to implement action items to address employees' concerns and would bring any related policy decisions to City Council, noting additional surveys would be issued.

6.f Process for City Attorney Applications
Exhibits:
Cover Page

Jeff Payne requested City Council's direction on next steps regarding the process to review applications and arrange interviews for City Attorney candidates.
A brief discussion ensued regarding considerations for hiring an in-house attorney or contracting with a firm, with consensus of City Council to hold a workshop to discuss this matter further.

6.g Event Permit: 25-195528; Downtown Halloween, October 31, 2025.
Exhibits:

Cover Page
Application
Map of Streets being closed

Justin Davoult, Police Lieutenant, requested City Council approve the proposed downtown street closures as presented, emphasizing doing so would enhance pedestrian safety during Halloween trick-or-treating.
Councilmember Polk **MOVED** approval of the proposed street closures, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

6.h Event Permit: 25-191575 Premier Auto Auction, December 1-9, 2025, at the Charlotte Harbor Event Center
Exhibits:
Cover Page
Application

Rachel Barry, Zoning Official, explained Premier Auto Auction was requesting a temporary closure of the Taylor Road extension to the Harborwalk and Retta Esplanade to Taylor Road to Northbound US 41. She noted Harborside Drive would be accessible for cross traffic.
Councilmember Lockhart **MOVED** approval of the proposed street closures, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

6.i Award of Amendment to Carollo Engineers of Sarasota, FL, to provide Wellfield Management Consulting Services for fiscal year 2025/2026.
Exhibits:
Cover Page
Agreement
Recommendation for Award

Anne Heinen, Procurement Manager, reviewed the solicitation process that resulted in the proposed award of amendment to Carollo Engineers to provide wellfield management consulting services for Fiscal Year (FY) 2025/2026.
Councilmember Polk **MOVED** award of the amendment providing for wellfield management consulting services to Carollo Engineers, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

7) BOARDS / COMMITTEE

7.a Nominations: Burnt Store Isles Canal Advisory Committee (2 regular)
Exhibits:
Cover Page
Burnt Store Isles Canal Advisory Committee

City Clerk Welch requested the item be continued as the current members did not desire to seek reappointment to the Burnt Store Isles Canal Advisory Committee.
Consensus of City Council was to do so.

8) REPORTS FROM CITY OFFICERS

8.a City Manager

City Manager Reichert requested Boyd Lawrence speak on a recent signage issue.
Boyd Lawrence drew attention to proposed signage recognizing the Military Heritage Museum, explaining same resulted from recent legislation intended to highlight American heritage as part of an initiative in honor of the 250th anniversary of the signing of the Declaration of Independence.
Discussion ensued regarding the sign, with Mayor Lux expressing concern the arrangement of the signs content made it appear to be an advertisement for the Military Heritage Museum.
Councilmember Lockhart **MOVED** approval of the sign's placement, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.
City Manager Reichert then provided updates on the following: Tiger Dam anchor installation; Gilchrist Park restroom permits; fencing along the site of the former Punta Gorda Waterfront Hotel; pickleball courts; Laishley Park Splash Pad construction; City Hall roof.
Councilmember Denton received confirmation from staff that the Harborwalk could not reopen in its entirety as there were still boardwalks that required repair.

8.b Interim City Attorney

Interim City Attorney Leskovich stated he would be asking for a shade meeting to discuss litigation matters with City Council.

8.c City Clerk

City Clerk Welch thanked Neighborhood Fall Festival sponsors and trick-or-treat partners, expressing appreciation for the Punta Gorda Charlotte Library for hosting the event. She then provided an update on the election, noting vote-by-mail ballots were issued and over-the-counter ballots were available.

9) COUNCIL MEMBER COMMENTS

Councilmember Julian stated he recently attended the Florida League of Cities Legislative Committee, indicating proposed bills were being reviewed for their impact on Florida municipalities. He encouraged Councilmembers to become involved in advocacy efforts to promote the City's interests.
Mayor Lux stated the homecoming parade would take place at 5:00 p.m. on October 9, 2025.

10) PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

There were no further public comments.

ADJOURNMENT

The meeting adjourned at 12:38 p.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL PRE-AGENDA MEETING MINUTES
OCTOBER 20, 2025, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Denton, Julian, Lux, Polk

MEMBERS ABSENT: Lockhart

CITY STAFF PRESENT: Rachel Barry, Zoning Official; Jeff Payne, HR Manager; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Interim City Attorney Leskovich; City Manager Reichert; City Clerk Welch

CALL TO ORDER

City Manager Reichert called the meeting to order at 9:00 a.m.

AGENDA APPROVAL

City Manager Reichert requested Council consider adding a proclamation for the Lighting of the Village.
Consensus was to do so.
Councilmember Denton indicated she would present the proclamation.

1) PROCLAMATIONS / PRESENTATIONS

1.a Announcement of City Election

Exhibits:
Cover Page
Announcement of City Election

City Manager Reichert indicated City Clerk Welch would make the announcement.

1.b Southwest Florida Honor Flight Month

Exhibits:
Cover Page
Southwest Florida Honor Flight Month

City Manager Reichert indicated Councilmember Lockhart would present the proclamation.

1.c Punta Gorda Woman's Club Centennial

Exhibits:
Cover Page
GFWC-Punta Gorda Woman's Club Day

Councilmember Polk indicated she would present the proclamation.

1.d Children's Grief Awareness Month
Exhibits:
Cover Page
Children's Grief Awareness Month

City Manager Reichert indicated Councilmember Julian would present the proclamation.

1.e Service Award
Exhibits:
Cover Page

There was no discussion.

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

There were none.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

There were none.

3) PUBLIC HEARING AGENDA (Quasi-Judicial and Legislative)

3.a V-03-2025 - A request by Carlos H. Reyes, as the authorized applicant on behalf of Open Concept Developers, LLC, property owner, pursuant to Chapter 26, Section 16.10, Punta Gorda Code, for a 10-foot setback reduction to allow a 15-foot rear yard setback instead of the required 25 feet for a proposed multi-family development.
Exhibits:
Cover Page
V-03-2025 Application
V-03-2025 Site Plan
V-03-2025 Staff Report

Councilmember Julian questioned whether a member of the Board of Zoning Appeals would be at the meeting to explain the reasoning for the Board's recommendation of approval.
Rachel Barry, Zoning Official, indicated she would request same.

4) ORDINANCES / RESOLUTIONS (No Public Hearing Required)

4.a A resolution of the City Council of the City of Punta Gorda, Florida, accepting a Bill of Sale, Release of Liens/Affidavit of No Liens, and utility easements from Charlotte County Airport Authority and warranty from DM construction, Inc, for

water and wastewater facilities at the development known as CCAA Northside Infrastructure; providing for conflicts and severability; and providing an effective date.
Exhibits:
Cover Page
Resolution Accepting Northside Infrastructure
Utility Turnover Packet

Tom Spencer, Utilities Director, stated the request was for the Charlotte Technical College.

4.b A Resolution of the City Council of the City of Punta Gorda, Florida amending the budget for the fiscal year beginning October 1, 2024, by providing for supplemental appropriations in the amounts identified in Exhibit A; and providing an effective date.
Exhibits:
Cover Page
Proposed Resolution

There was no discussion.

4.c A Resolution of the City Council of the City of Punta Gorda, Florida amending the budget for the fiscal year beginning October 1, 2025, by providing for supplemental appropriations in the amounts identified in Exhibit A; and providing an effective date.
Exhibits:
Cover Page
Proposed Resolution

Mayor Lux questioned whether Item 5.a should be heard before Item 4.c.
Kristin Simeone, Finance Director, explained Council could make the approval of Item 4.c contingent on the approval of Item 5.a.

5) CONSENT AGENDA

5.a A Resolution of the City Council of the City of Punta Gorda, Florida, authorizing the City Manager to accept and execute the State-funded grant agreement with the Florida Division of Emergency Management (Agreement No. T0463) for the Punta Gorda High Water Rescue Vehicles Grant in the amount of $581,000, recognizing a local match requirement of $71,000; authorizing the appropriate budget amendments; and providing for an effective date.
Exhibits:
Cover Page
Resolution Accepting Grant Agreement for Bearcat
Agreement

Mayor Lux inquired as to the total cost of the vehicles.
Holden Gibbs, Fire Chief, replied the Fat Truck was just over $261,000.
Pam Smith, Police Chief, stated the Bear Cat was just over $370,000.

5.b Proofs of Loss - Hurricanes Helene and Milton.

Exhibits:
Cover Page
Helene - Fire Station #3 - 1623 Aqui Esta Drive
Helene - Herald Court - 117 Herald Court
Helene - Cooper Street Rec Center - 650 Mary Street
Helene - City Hall Annex - 126 Harvey Street
Milton - Herald Court - 117 Herald Court
Milton - City Hall Annex - 126 Harvey Street
Milton - Cooper Street Rec Center - 650 Mary Street
Payment Totals

There was no discussion.

5.c Proof of Loss - Hurricane Ian
Exhibits:
Cover Page
Damage and Deductible Spreadsheet
Proof of Loss $3800.00

There was no discussion.

5.d Invoice of Persson, Cohen & Mooney, P.A. for legal services rendered through October 1, 2025, in the amount of $808.50.
Exhibits:
Cover Page
Invoice #6402 in the amount of $808.50

There was no discussion.

5.e August 18, 2025, Pre-agenda Meeting Minutes
Exhibits:
Cover Page
August 18, 2025, Pre-agenda Minutes

There was no discussion.

5.f September 8, 2025, Pre-agenda Meeting Minutes
Exhibits:
Cover Page
September 8, 2025, Pre-agenda Meeting Minutes

There was no discussion.

5.g September 24, 2025, Regular Meeting Minutes
Exhibits:
Cover Page
September 24, 2025, Regular Minutes

There was no discussion.

5.h Project Updates

Exhibits:
Cover Page
Project Update 10082025

Mayor Lux requested Project Updates be moved to the regular agenda.
City Manager Reichert replied same would be done moving forward.

6) REGULAR AGENDA

6.a Coastal and Heartland National Estuary Partnership Presentation
Exhibits:
Cover Page
CHNEP Presentation

There was no discussion.

6.b YMCA Cooper Street
Exhibits:
Cover Page
Presentation

Councilmember Julian questioned whether Council could amend the lease to provide additional entities access to the facility after hours.
Interim City Attorney Leskovich replied the City had the right amend or cancel the lease.
Mayor Lux questioned whether the YMCA's annual reporting document had been provided to the City. She also questioned whether a local community advisory board had been established.
City Manager Reichert replied one had previously been established, noting she would also look into the requested documentation as well.

6.c Magdalina Rezoning
Exhibits:
Cover Page
Magdalina Drive Rezoning Presentation

Councilmember Julian questioned if the rezoning was moving forward.
Carl Benge, Principal Planner, replied affirmatively, noting an ordinance had been drafted for same.

6.d A Resolution of the City Council of the City of Punta Gorda, Florida approving and ratifying an agreement between the City and Southwest Florida Chapter - Florida Police Benevolent Association (PBA) effective October 1, 2025 through September 30, 2028; authorizing the City Manager to execute the agreement on behalf of the City; and providing an effective date.
Exhibits:
Cover Page
Punta Gorda PBA proposal
Ratification
Resolution
Budget information

Mayor Lux requested additional information for the resolution.
Jeff Payne, Human Resources Manager, replied same would be presented during the shade meeting.

6.e Boat Ramp Parking Fees
Exhibits:
Cover Page
Presentation

There was no discussion.

6.f Rules of Procedure Draft
Exhibits:
Cover Page
Draft City Council Rules of Procedure

There was no discussion.

6.g Board Bylaw Amendments
Exhibits:
Cover Page
Bylaws Presentation

Mayor Lux requested the bylaw amendments and updates to Chapter 7 of the City's Code of Ordinances be done concurrently.
City Clerk Welch explained the process for amending the ordinance, noting same would delay the bylaw amendments.
Mayor Lux indicated she would request consensus for same at the regular meeting.

6.h Seawall Materials Methods Feasibility Study
Exhibits:
Cover Page
Presentation

There was no discussion.

6.i Event Permit: 25-195612 - The Salty Tarpon American Made Band, October 25, 2025 at the Salty Tarpon
Exhibits:
Cover Page
Application

There was no discussion.

6.j Event Permit: 25-195327 - The 47th Annual Charlotte County Chamber Christmas Parade, December 13, 2025
Exhibits:
Cover Page
Application

Mayor Lux stated people were upset regarding the road closures for a recent parade, questioning what could be done to address same.
City Manager Reichert reviewed the various ways the City advertised road closures.

7) BOARDS / COMMITTEE

There was no discussion for Items 7.a - 7.c.

7.a Confirmation: General Employees' Pension Board (Fifth Member)
Exhibits:
Cover Page

7.b Nominations: Burnt Store Isles Canal Advisory Committee (2 regular)
Exhibits:
Cover Page
Burnt Store Isles Canal Advisory Committee

7.c Nominations: Building Board (1 contractor seat)
Exhibits:
Cover Page
Building Board
Gadsden Application
Kemeny Application
Kizer Application

8) REPORTS FROM CITY OFFICERS

8.a City Manager
Exhibits:
Cover Page

City Manager Reichert noted a demand letter would be drafted regarding the splash pad, requesting same be added to the regular meeting agenda to avoid further delays.
Consensus of Council was to do so.
City Manager Reichert provided the times for scheduled shade meetings.

8.b Interim City Attorney
Exhibits:
Cover Page

Interim City Attorney Leskovich noted he would be late to the regular meeting, indicating a representative from his firm would be present during his absence.

8.c City Clerk
Exhibits:
Cover Page

There were no comments.

9) COUNCIL MEMBER COMMENTS

There were none.

10) PUBLIC INPUT

There were none.

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

ADJOURNMENT

The meeting recessed for the shade meeting at 9:20 a.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL – UTILITY ADVISORY BOARD
JOINT MEETING MINUTES
OCTOBER 21, 2025, 5:00 P.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

COUNCILMEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

BOARD MEMBERS PRESENT: Derek Rooney, Gary Skillicorn

BOARD MEMBERS ABSENT: David Abderhalden, David Hooper, George Ruchti

CITY STAFF PRESENT: Kristin Simeone, Finance Director; Tom Spencer, Utilities Director, City Manager Reichert; Deputy City Clerk Falkner

CALL TO ORDER: WORKSHOP

Mayor Lux called the workshop to order at 5:00 p.m.

PUBLIC COMMENT: WORKSHOP

Bob Fritz inquired as to the City's policies regarding impact fees. He spoke about sprinkler standby charges levied by other municipalities, suggesting the City consider same.

1) WORKSHOP TOPIC

Demonstrated-Need Study Presentation
Exhibits:
Cover Page
IMPACT FEE WORKSHOP
impact fees memo

Danica Katz, Stantec, provided a presentation regarding the demonstrated needs study required for an impact fee increase. She reviewed the extraordinary circumstances the City faced, discussing risk factors for delaying action on increasing impact fees.
Mayor Lux confirmed with Danica Katz the estimated costs and timelines associated with various capital improvement projects.
Councilmember Julian questioned whether Senate Bill 180 effected the City's ability to increase impact fees.
Danica Katz replied some changes would require a unanimous vote and phased increases, noting same would take effect January 2026.
City Manager Reichert requested Tom Spencer address Bob Fritz's questions.
Tom Spencer addressed same, reviewing the process for collecting impact fees. He stated the City did not utilize sprinkler standby fees; however, same would be addressed in the rewrite of Chapter 17.

ADJOURNMENT: WORKSHOP

The workshop adjourned at 5:20 p.m.

CALL TO ORDER: JOINT MEETING

Mayor Lux called the joint meeting to order at 5:27 p.m.
Deputy City Clerk Falkner noted a quorum was not present for the Utility Advisory Board (Board).
Discussion ensued regarding the technicalities of how the meeting was advertised and whether the Board could participate in a joint meeting with Council.

NOTE: The meeting recessed and 5:23 p.m. and reconvened at 5:27 p.m.

City Manager Reichert presented Interim City Attorney Leskovich's opinion on the joint meeting and the meeting proceeded.

PUBLIC COMMENT: JOINT MEETING

There was none.

1) JOINT MEETING AGENDA

Chapter 17 Code of Ordinances Update
Exhibits:
Cover Page
Revised Chapter 17 Ordinance
UAB City Council Workshop Chapter 17 Ordinance

Nicole Cohen, Carollo Engineers, discussed the updates to Chapter 17, reviewing each article.
Derek Rooney spoke in favor of the rewrite, praising its readability and organization. He suggested Council consider adopting fees and penalties via resolution to make changes more flexible and expedient, opining that a master utilities fee resolution adopted during the budget cycle was ideal.
Kristin Simeone, Finance Director, stated staff was in favor of same, noting she would check statutory requirements for changes to utility fees to ensure compliance.
Mayor Lux inquired about economic development incentives.
City Manager Reichert replied Council could choose to implement same.
Nicole Cohen stated the language for incentives could be made more generic to provide additional flexibility.
Mayor Lux and **Councilmember Polk** expressed concern about the incentive rate for Enterprise Charlotte Airport Park (ECAP) District properties.
Derek Rooney reviewed the history of same, suggesting eliminating any mention of ECAP districts in the rewrite.
Discussion ensued regarding proposed changes.
Derek Rooney questioned the amount of write-offs for City utilities.
Kristin Simeone replied no write-offs had been brought before Council in several years, noting same required Council approval. She then reviewed the billing process, discussing challenges related to the timing of the last bill and placing a lien.
Derek Rooney suggested requiring an average two-month billing cycle as a deposit.

City Manager Reichert noted staff was working with Interim City Attorney Leskovich regarding property liens.
Mayor Lux spoke in favor of keeping utilities with the developer for a period of 1 year following full build out, citing concern for funding maintenance.
Derek Rooney stated warranty and bond options were available to address same, noting special assessments could also be used to recoup fees.

Utility Project Evaluation Discussion
Exhibits:
Cover Page
Project Evaluation Form

Tom Spencer stated this agenda item was prepared to address questions brought up during the utility turnover process. He summarized the utility plan review process, reviewing elements of the process for project evaluation. He stated there were still questions regarding the City's authority to deny.
Derek Rooney summarized the concern regarding the County approving development within the City's utility service area, suggesting a requirement for major developments to have a supplemental water supply analysis conducted.
Mayor Lux expressed desire to have joint meetings with the Charlotte County (County) Board of Commissioners regarding any zoning changes that would impact land within the City's utility service area.
Tom Spencer asked Derek Rooney to comment on the legal ramifications of denying utility services within the City's utility service area.
Derek Rooney responded that, in his experience, the developer would then look to other options for utilities service, which ultimately hindered the City's ability to provide quality utilities service within its service area. He spoke in favor of increased cooperation and communication with the County to develop a nonconfrontational relationship.
Gary Skillicorn spoke in favor of using the evaluation form, questioning how the feasibility of the project would be determined.
Tom Spencer explained the rationale for water capacity calculations, requesting Council provide direction at a later date regarding thresholds for Board and Council approval.

ADJOURNMENT: JOINT MEETING

The meeting adjourned at 6:37 p.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL REGULAR MEETING MINUTES
OCTOBER 22, 2025, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; City Clerk Welch

CALL TO ORDER

Mayor Lux called the meeting to order at 9:00 a.m.
Carlo Gargiulo provided the invocation, followed by the Pledge of Allegiance.

AGENDA APPROVAL

Councilmember Polk questioned if the Laishley Park Splash Pad could be added to the agenda.
Consensus of Council was to do so.
Mayor Lux requested Council add proclamations for the Lighting of the Village, the Healing Field of Honor, and Veterans Day.
Consensus of Council was to do so.
Mayor Lux requested the boat ramp fees be removed until the workshop could be held.

1) PROCLAMATIONS / PRESENTATIONS

1.a Announcement of City Election

Exhibits:
Cover Page
Announcement of City Election

City Clerk announced Deborah Lux won reelection to the District 3 City Council seat and Melissa Lockhart won reelection to the District 5 City Council seat.

1.b Southwest Florida Honor Flight Month

Exhibits:
Cover Page
Southwest Florida Honor Flight Month

Councilmember Lockhart presented the proclamation, which was accepted by Alex Davenport, Southwest Florida Honor Flight Vice President.

1.c Punta Gorda Woman's Club Centennial

Exhibits:

Cover Page
GFWC-Punta Gorda Woman's Club Day

Councilmember Polk presented the proclamation, which was accepted by Leslie Ryan, Punta Gorda Woman's Club President.

1.d Children's Grief Awareness Month
Exhibits:
Cover Page
Children's Grief Awareness Month

Councilmember Julian presented the proclamation, which was accepted by Amy Huddleston and Angela Melvin, Valerie's House.

1.e Service Award
Exhibits:
Cover Page

Service award not presented this date.

1.f Lighting of the Village
Exhibits:
Lighting of the Village Proclamation

Councilmember Denton presented the proclamation, which was accepted by Kathy Burnham, Fishermen's Village Marketing Manager.

1. g Healing Field of Honor Weekend
Exhibits:
Healing Field of Honor Weekend Proclamation

Mayor Lux presented the proclamation, which was accepted by Alicia Oates, Punta Gorda Rotary President.

1.h Veterans Day
Exhibits:
Veterans Day Proclamation

Mayor Lux presented the proclamation, which was accepted by Stephen Deutsch, Charlotte County Veterans Council.

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

Kathy Kemeny introduced herself as an applicant for the Building Board.
Lee Brandt introduced himself as an applicant for the Burnt Store Isles Canal Advisory Committee.

Bill Drummond introduced himself as an applicant for the Burnt Store Isles Canal Advisory Committee.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Mike Callahan expressed concern regarding limited access to the commercial slips at the Laishley Marina for businesses other than the Freedom Boat Club. He then spoke against selling the marina.
Steven Hunt spoke against a recent code citation for his commercial trailer being located at 1869 Manzana Avenue, opining his trailer should be allowed.
Richard Kipper provided to City Council a sample of fiberglass rebar and a cost analysis of the use of fiberglass rebar, speaking about the product versus the currently allowed ChromX chromium rebar. He suggested fiberglass be considered. He noted he had also provided for the City's consideration an amended waterfront standards document which would allow the fiberglass product.
Christopher Chase spoke in favor of permitting his property to be used for a trailer rental business, requesting a special exception to do so.
Joe Comeaux suggested the funds proposed to be used to complete Laishley Park Splash Pad project instead be used to make hurricane repairs in the parks. He then encouraged residents to read the article about property taxes in this date's edition of the newspaper.
City Clerk Welch collected the sample and documents provided by Richard Kipper and returned them to him.
Cindy O'Hara spoke against the proposed pavilion to replace the former Bayfront Center at Gilchrist Park.
Wendy Mueller encouraged residents to purchase breast cancer awareness stamps to support the local post office in the statewide contest, which had won for the prior 7 years.
Tim Ritchie spoke against phosphate mining, stating same was connected to several cancers.

3) PUBLIC HEARING AGENDA (Quasi-Judicial and Legislative)

3.a V-03-2025 - A request by Carlos H. Reyes, as the authorized applicant on behalf of Open Concept Developers, LLC, property owner, pursuant to Chapter 26, Section 16.10, Punta Gorda Code, for a 10-foot setback reduction to allow a 15-foot rear yard setback instead of the required 25 feet for a proposed multi-family development.

Exhibits:
Cover Page
V-03-2025 Application
V-03-2025 Site Plan
V-03-2025 Staff Report

John Robson, serving in the temporary absence of Interim City Attorney Leskovich, read the variance request by title only.
Rachel Barry, Zoning Official, explained the variance application was for a request to reduce the rear yard setback for a proposed 8-unit multi-family

development at 3930 San Rocco Drive, indicating staff was unable to recommend approval of the request as the application did not meet the required approval criteria from Chapter 26, Section 16.10(b) in their view; however, the Board of Zoning Appeals had recommended approval of the request in a 6-to-1 vote.

Carlos Reyes, applicant, and Diego Ortegon provided a presentation explaining their proposal to construct townhouses at the subject property, highlighting several meetings with staff that had resulted in the proposed design. He noted a new Zoning Official had determined the design did not comply with Punta Gorda Code of Ordinances and required a variance. Carlos Reyes indicated they did not desire to lose their investment in the current design, explaining they were seeking to break even given rising costs and delays, which had rendered a profit unlikely.

Councilmember Polk received confirmation from Rachel Barry that the 25-foot setback was intended to protect seawalls on waterfront properties.

Rachel Barry noted single-family homes were permitted to encroach further than the proposed multi-family units.

Mayor Lux opened the floor for public comment, calling three times for same.

Bob Sifrit, Board of Zoning Appeals Chair, explained the Board had recommended approval of this request as the applicant had been told they could develop the property as indicated in the plans and the plans would not result in harm and were not incompatible with surrounding properties.

Bill Page stated there had not been an issue with the deed restrictions when the property was purchased; however, the Burnt Store Isles Association (BSIA) was in the process of appealing the decision now that the restrictions had expired. He requested City Council deny the appeal. He expressed dissatisfaction that the BSIA did not receive notice of the public hearing as their management group had not forwarded same.

Joe Comeaux spoke in favor of the proposed development, noting the City had met the noticing requirements for this public hearing.

Cindy O'Hara spoke in favor of the variance, opining the reduced setbacks would not negatively impact neighboring properties' views.

Tim Ritchie spoke in favor of requiring the developer to comply with the 25-foot setback, noting there were already many condominiums for sale in the area.

Councilmember Polk **MOVED** to close the public hearing, **SECONDED** by Councilmember Julian.

MOTION UNANIMOUSLY CARRIED.

Councilmember Lockhart stated she had lived in that area for 11 years, opining approval of the variance would not result in harm to the surrounding properties.

Councilmember Polk questioned if same would set a precedent.

Councilmembers Denton and **Julian** spoke in favor of the variance.

Mayor Lux stated she understood arguments for and against approval of the variance.

Councilmember Lockhart **MOVED** approval of the request for a variance, **SECONDED** by Councilmember Julian.

MOTION UNANIMOUSLY CARRIED.

NOTE: A 10-minute break was called at 10:43 a.m.

4) ORDINANCES / RESOLUTIONS (No Public Hearing Required)

4.a A resolution of the City Council of the City of Punta Gorda, Florida, accepting a Bill of Sale, Release of Liens/Affidavit of No Liens, and utility easements from Charlotte County Airport Authority and warranty from DM construction, Inc, for water and wastewater facilities at the development known as CCAA Northside Infrastructure; providing for conflicts and severability; and providing an effective date.

Exhibits:
Cover Page
Resolution Accepting Northside Infrastructure
Utility Turnover Packet

Interim City Attorney Leskovich read the resolution by title only.
Tom Spencer, Utilities Director, explained the Charlotte County Airport Authority sought to convey to the City utilities infrastructure they recently constructed to provide public water and public sewer availability to the development known as Northside Infrastructure on Challenger Boulevard and a portion of the Charlotte County Airport.
Councilmember Polk **MOVED** approval of the resolution conveying utilities infrastructure to the City, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

4.b A Resolution of the City Council of the City of Punta Gorda, Florida amending the budget for the fiscal year beginning October 1, 2024, by providing for supplemental appropriations in the amounts identified in Exhibit A; and providing an effective date.

Exhibits:
Cover Page
Proposed Resolution

Interim City Attorney Leskovich read the resolution by title only.
Kristin Simeone, Finance Director, explained the resolution accounted for the appropriation of revenue and expenditures to close the Community Redevelopment Agency Fund, added a grant awarded for seawalls, and added estimates for storm projects with related insurance and Federal Emergency Management Administration funding estimates.
Councilmember Polk **MOVED** approval of the resolution amending the budget, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

4.c A Resolution of the City Council of the City of Punta Gorda, Florida amending the budget for the fiscal year beginning October 1, 2025, by providing for supplemental appropriations in the amounts identified in Exhibit A; and providing an effective date.

Exhibits:
Cover Page
Proposed Resolution

Interim City Attorney Leskovich read the resolution by title only.
Kristin Simeone explained the resolution accounted for the re-appropriation of revenue and expenditures from the prior year to the City Leased Real Estate Fund for the approved project for the parking garage sealant to begin in Fiscal

Year (FY) 2026 and appropriation of grant revenues and expenditures from Council-approved grants and one pending on this agenda.
Councilmember Julian **MOVED** approval of the resolution re-appropriating revenue and expenditures contingent upon approval of Item 5.a, **SECONDED** by Councilmember Lockhart.
MOTION UNANIMOUSLY CARRIED.

5) CONSENT AGENDA

Councilmember Lockhart **MOVED** approval of the Consent Agenda except Item 5.a, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

5.a A Resolution of the City Council of the City of Punta Gorda, Florida, authorizing the City Manager to accept and execute the State-funded grant agreement with the Florida Division of Emergency Management (Agreement No. T0463) for the Punta Gorda High Water Rescue Vehicles Grant in the amount of $581,000, recognizing a local match requirement of $71,000; authorizing the appropriate budget amendments; and providing for an effective date.
Exhibits:
Cover Page
Resolution Accepting Grant Agreement for Bearcat
Agreement

Interim City Attorney Leskovich read the resolution by title only.
Kristin Simeone explained the grant was contingent upon the City providing a match.
City Manager Reichert noted some of the match could be recouped as training costs.
Councilmember Denton **MOVED** approval of the resolution, **SECONDED** by Councilmember Lockhart.
MOTION UNANIMOUSLY CARRIED.

5.b Proofs of Loss - Hurricanes Helene and Milton.
Exhibits:
Cover Page
Helene - Fire Station #3 - 1623 Aqui Esta Drive
Helene - Herald Court - 117 Herald Court
Helene - Cooper Street Rec Center - 650 Mary Street
Helene - City Hall Annex - 126 Harvey Street
Milton - Herald Court - 117 Herald Court
Milton - City Hall Annex - 126 Harvey Street
Milton - Cooper Street Rec Center - 650 Mary Street
Payment Totals

5.c Proof of Loss - Hurricane Ian
Exhibits:
Cover Page
Damage and Deductible Spreadsheet
Proof of Loss $3800.00

5.d Invoice of Persson, Cohen & Mooney, P.A. for legal services rendered through October 1, 2025, in the amount of $808.50.
Exhibits:
Cover Page
Invoice #6402 in the amount of $808.50

5.e August 18, 2025, Pre-agenda Meeting Minutes
Exhibits:
Cover Page
August 18, 2025, Pre-agenda Minutes

5.f September 8, 2025, Pre-agenda Meeting Minutes
Exhibits:
Cover Page
September 8, 2025, Pre-agenda Meeting Minutes

5.g September 24, 2025, Regular Meeting Minutes
Exhibits:
Cover Page
September 24, 2025, Regular Minutes

5.h Project Updates
Exhibits:
Cover Page
Project Update 10082025

6) REGULAR AGENDA

6.a Coastal and Heartland National Estuary Partnership Presentation
Exhibits:
Cover Page
CHNEP Presentation

Jennifer Hecker, Coastal and Heartland National Estuary Partnership (CHNEP) Executive Director, provided a presentation on CHNEP, including how the organization worked with the City of Punta Gorda to support efforts to protect local waters and wildlife. She noted there were opportunities for City staff to become members of CHNEP's Technical Advisory Committee.
Discussion ensued regarding tidal gauges, CHNEP's resiliency conferences, flood modeling, using vaults on properties such as the City Marketplaces to divert storm water, and flood protection.

6.b YMCA Cooper Street
Exhibits:
Cover Page
Presentation

Chris Sapp, YMCA of Southwest Florida Vice President of Operations, provided an update on the YMCA's programming at the Cooper Street Recreation Center and plans for future expansion of offerings.

Discussion ensued regarding the YMCA's use of the Cooper Street Recreation Center, with Chris Sapp providing the following responses: (1) building was open to the community during the day, in the evenings, and on the weekends when not in use for child care; (2) community could hold events at the building; (3) signage would assist the YMCA in promoting their availability to the community; (4) communicating with the community through church bulletins.
Ralph Fenton expressed desire for the community to control the upstairs portion of the building to manage activities and programs in that space.
Interim City Attorney Leskovich commented positively on the work done to the building, noting the lease could be broken or amended as the City desired. He stated the City controlled the building and would not give up that control even to the lessee. He stated residents who had contacted him expressed desire to use the space for socializing and clubs.
Kendall Ellis opined a portion of the community was focused on feelings regarding what happened in the past, suggesting Council consider whether the residents complaining regarding lack of access had actually been turned away. He stated the greatest value provided by the YMCA was intangible and great benefits were provided.

6.c Magdalina Rezoning

Exhibits:

Cover Page
Magdalina Drive Rezoning Presentation

Bill Morgan, Lewis Maguire Homes, provided a history of the partially constructed duplexes at 2938, 2930, and 2926 Magdalina Drive, opining he had suffered financial and reputational harm. He stated his business had over $400 thousand invested in this project, requesting, if the rezoning could not proceed, reimbursement for the money invested to date in the three projects and for the properties to be restored to their pre-construction state at the City's cost.
Carl Benge, Principal Planner, explained the proposal to rezone certain properties on Magdalina Drive from General Single-family to General Multi-family, noting same would require a public hearing process and a recommendation from the Planning Commission. He noted the process to rezone the properties began prior to the repeal of the prior Land Development Regulations.
Councilmember Julian questioned the timeline for the rezoning process.
Carl Benge replied a timeline could be provided once certain legal questions were answered.
Bill Morgan asked if the legal questions could be expedited.
Interim City Attorney Leskovich replied he would prioritize this matter.

6.d A Resolution of the City Council of the City of Punta Gorda, Florida approving and ratifying an agreement between the City and Southwest Florida Chapter - Florida Police Benevolent Association (PBA) effective October 1, 2025, through September 30, 2028; authorizing the City Manager to execute the agreement on behalf of the City; and providing an effective date.

Exhibits:

Cover Page
Punta Gorda PBA proposal
Ratification

Resolution
Budget information

Jeff Payne, Human Resources Manager, explained the Southwest Florida Chapter of the Florida Police Benevolent Association (PBA) had finalized and ratified the tentative collective bargaining agreement, requesting City Council authorize the City Manager to execute the contract and to ratify the agreement to be effective as of October 1, 2025, through September 30, 2028.
Discussion ensued regarding the following: (1) salary comparisons to surrounding jurisdictions; (2) initial 12% increase for lieutenants and captains was lower than the PBA's initial proposal; (3) total $1.279 million for unbudgeted union costs over the three-year contract period covered; (4) City needed to be cognizant of financial repercussions given uncertainty of property taxes; (5) staff's salary comparisons always focused on surrounding jurisdictions; (6) timeline for further negotiations with the PBA to reach an agreement was uncertain.
Councilmember Denton read the resolution by title only.
Councilmember Denton **MOVED** denial of the resolution and to return to negotiations between the City and the PBA, **SECONDED** by Councilmember Polk.
MOTION UNANIMOUSLY CARRIED.

6.e Boat Ramp Parking Fees
Exhibits:
Cover Page
Presentation

Item pulled per discussion under Agenda Approval.

6.f Rules of Procedure Draft
Exhibits:
Cover Page
Draft City Council Rules of Procedure

City Clerk Welch explained the revisions previously requested by City Council had been made, noting a suggestion had been made to establish a one-minute time limit for speakers accepting proclamations.
Consensus of Council was to establish that time limit.
Mayor Lux expressed desire to change four-fifths to supermajority in Rule 51.2
Consensus of Council was to amend that language.
Mayor Lux questioned if a subsequent motion was needed as stated in Rule 41.4.7.1.
City Clerk Welch explained formal action was needed to discharge public hearing items.
Consensus of City Council was to leave Rule 41.4.7.1 as written.
City Clerk Welch indicated a formal resolution adopting the Rules of Procedure would be prepared for the November 19, 2025, City Council meeting.

6.g Board Bylaw Amendments
Exhibits:
Cover Page

Bylaws Presentation

City Clerk Welch provided a presentation on proposed changes to the bylaws for City boards, requesting Council provide direction on whether to proceed with establishing all eligible boards as 5-member bodies with 1 alternate and whether to increase the allowed number of absences from 2 to 3.
Consensus of City Council was to approve the proposed language for the membership reduction for all boards except the Code Enforcement Board and the proposed language for the absence policy change.
City Clerk Welch stated staff would proceed with drafting resolutions and an ordinance to effectuate the proposed changes.

6.h Seawall Materials Methods Feasibility Study

Exhibits:

Cover Page
Presentation

Marc Storm, Engineering Manager, provided an overview of the prior seawall materials and methods feasibility study and made recommendations for further evaluation in a future study.
Discussion ensued regarding the following: (1) appropriateness of Richard Kipper's presentation to the Punta Gorda Isles Canal Advisory Committee; (2) benefits of and timeframe for updating the seawall materials and methods feasibility study; (3) pertinent state and federal statutes regarding vendors, particularly vendors providing specifications, being prohibited from bids; (4) other municipalities which used vinyl seawall panels.
Councilmember Denton offered to research the reasons other municipalities were using different seawall materials.
Ron Everts, Public Works Director, stated the research staff had done did not align with the information the salesman was providing about his material.
City Manager Reichert cautioned that Councilmembers should be careful not to speak with vendors but could speak with other government staff members.
Bryan Clemons indicated vinyl panels were evaluated by Taylor Engineering and were not recommended due to their shorter lifespan.
Consensus of City Council was to table this item in order for Councilmembers to research the matter further.

6.i Event Permit: 25-195612 - The Salty Tarpon American Made Band, October 25, 2025 at the Salty Tarpon

Exhibits:

Cover Page
Application

Rachel Barry presented the request for an event permit with street closure for October 25, 2025, from 2:00 p.m. to 8:00 p.m., indicating staff recommended approval of the request.
Councilmember Lockhart **MOVED** approval of the event permit and request for street closure, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

6.j Event Permit: 25-195327 - The 47th Annual Charlotte County Chamber Christmas Parade, December 13, 2025

Exhibits:

Cover Page

Application

Rachel Barry presented the request for an event permit with street closures for December 13, 2025.

Councilmember Polk **MOVED** approval of the event permit and request for street closure, **SECONDED** by Councilmember Denton.

MOTION UNANIMOUSLY CARRIED.

6.k Laishley Park Splash Pad Main Drain System Failures

Exhibits:

Demand for Payment Letter

Demand for Payment Letter

Demand for Payment Letter

Demand for Payment Letter

City Manager Reichert explained the City was demanding payment in the amount of $172,956.50 due to errors and omissions caused by Weiler Engineering Corporation (WEC), with the funds to be used to repair the main drain system in order for the Laishley Park Splash Pad to begin operation. She requested City Council reallocate $101,000 from the City Hall Rehabilitation Project to the splash pad in order to make repairs quickly, with the funds to be restored once payment was received from WEC.

Councilmember Julian expressed desire to complete the project.

Councilmember Polk questioned if an errors and omissions policy would provide the funds to be recovered.

Interim City Attorney Leskovich replied WEC had submitted a claim against their errors and omissions policy, acknowledging the amount to be provided and when same would be provided was not yet determined.

Councilmember Polk **MOVED** to reallocate $101,000 from the City Hall Rehabilitation Project to the Laishley Park Splash Pad Project, **SECONDED** by Councilmember Julian.

MOTION UNANIMOUSLY CARRIED.

7) BOARDS / COMMITTEE

7.a Confirmation: General Employees' Pension Board (Fifth Member)

Exhibits:

Cover Page

Councilmember Julian **MOVED** to confirm the appointment of Bradley Teets, **SECONDED** by Councilmember Lockhart.

MOTION UNANIMOUSLY CARRIED.

7.b Nominations: Burnt Store Isles Canal Advisory Committee (2 regular)

Exhibits:

Cover Page

Burnt Store Isles Canal Advisory Committee

Consensus of City Council was to continue nominations to the November 19, 2025, meeting in order to consider a third applicant.

7.c Nominations: Building Board (1 contractor seat)
Exhibits:
Cover Page
Building Board
Gadsden Application
Kemeny Application
Kizer Application

Councilmember Julian **NOMINATED** all interested parties.

8) REPORTS FROM CITY OFFICERS

8.a City Manager
Exhibits:
Cover Page

City Manager Reichert provided the updates on: (1) legislative requests; (2) automated meter infrastructure scope; (3) reverse osmosis water treatment plant scope; (4) Veterans Park gazebo bids; (5) Gilchrist Park restrooms; (6) City Council Chambers scope; (7) Bayfront Center design; (8) Laishley Marina repairs; (9) new City website; (10) pickleball fencing scope; (11) building permitting scope; (12) Gilchrist Park Playground pirate ship scope; (13) parking garage membrane scope.

8.b Interim City Attorney
Exhibits:
Cover Page

Interim City Attorney Leskovich indicated the Emerald Pointe lawsuit was still pending in court despite being settled, noting the RJ Gorman lawsuit was also still pending. He stated the City was served with a lawsuit regarding 1000 West Marion Avenue by Icard Merrill on October 9, 2025, noting the City was pursuing a malpractice claim against Icard Merrill.

8.c City Clerk
Exhibits:
Cover Page

City Clerk Welch encouraged all to attend the Second Annual Neighborhood Fall Festival and to vote in the upcoming election, adding the first Canvassing Board meeting would take place on Friday, October 24, 2025, at 9:00 a.m.

9) COUNCIL MEMBER COMMENTS

Councilmember Polk stated at a town hall meeting she held, District 1 residents spoke on the following: (1) desire for evening City Council meetings; (2) desire for their area be

prioritized for new water meters; (3) desire for Charlotte County and the City leaders to come together; 38 units on Fitzhugh Avenue needed repair or demolition. She then requested the Business and Economic Development Group attend Council meetings to provide updates.
Mayor Lux expressed desire to see parking addressed. She then received confirmation from City Manager Reichert that the A.C. Freeman contract would be on the next agenda. She then noted the City shared much information in the weekly highlights reports.

10) PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Tim Ritchie spoke against the construction on Socorro Drive and Aqui Esta Drive. He then opining his mother and other residents were due reimbursement for invalid water charges. He remarked on the importance of water quality, requesting $100,000 to perform fieldwork.
Cindy O'Hara spoke on the history of the Cooper Street Recreation Center, indicating she had not felt welcome within the community previously.

ADJOURNMENT

The meeting adjourned at 2:18 p.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL PRE-AGENDA MEETING MINUTES
NOVEMBER 17, 2025, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

CITY STAFF PRESENT: Kristin Simeone, Finance Director; Interim City Attorney Leskovich; City Manager Reichert; City Clerk Welch

CALL TO ORDER

City Manager Reichert called the meeting to order at 9:00 a.m.

COUNCIL REORGANIZATION

Councilmember Polk requested City Clerk Welch read Rule 47 from the Rules of Procedure prior to the election of mayor.

2025 General Election Results
Exhibits:
Cover Page

Oaths of Office
Exhibits:
Cover Page
District 3 Oath
District 5 Oath

Election of Mayor
Exhibits:
Cover Page

Election of Vice Mayor
Exhibits:
Cover Page

AGENDA APPROVAL

1) PROCLAMATIONS / PRESENTATIONS

1.a Fall Festival Recognition
Exhibits:
Cover Page
Fall Festival Presentation

There was no discussion.

1.b Geographic Information Systems Day
Exhibits:
Cover Page
Geographic Information Systems Day

City Manager Reichert indicated she would present the proclamation.

1.c Christmas Parade Day
Exhibits:
Cover Page
Christmas Parade Day

Councilmember Polk indicated she would present the proclamation.

1.d Service Award
Exhibits:
Cover Page

There was no discussion.

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

There were no introductions.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

There was no public comment.

3) PUBLIC HEARING AGENDA(Quasi-Judicial and Legislative)

3.a An Ordinance of the City of Punta Gorda, Florida, repealing Chapter 17, "Utilities," of the Code of Ordinances in its entirety and adopting a new Chapter 17, "Utilities"; providing for the regulation, operation, and administration of the City's water, wastewater, and reclaimed water systems; providing for the conflicts and severability; and providing an effective date.
Exhibits:
Cover Page
*Proposed Ordinance
Exhibit A - Proposed Chapter 17, Utilities

There was no discussion.

4) ORDINANCES / RESOLUTIONS(No Public Hearing Required)

4.a A resolution of the City Council of the City of Punta Gorda, Florida, establishing the schedule of regular City Council meetings for 2026.
Exhibits:
Cover Page
*Meeting Dates Resolution

Mayor Lux questioned whether evening meetings would be considered for Council meeting dates.
City Manager Reichert replied same could be discussed; however, historically, evening meetings did not produce greater attendance.

4.b A resolution of the City Council of the City of Punta Gorda, Florida, reaffirming Resolution 1132-95 and formally adopting its Rules of Conduct; and providing an effective date.
Exhibits:
Cover Page
Rules of Conduct Resolution

There was no discussion.

4.c A resolution of the City Council of the City of Punta Gorda, Florida, reaffirming its policy with regard to taking action on non-agenda items; providing for consideration of non-agenda items only after approval by a majority plus one of a quorum of Council and to do so only for stated reasons; and providing an effective date.
Exhibits:
Cover Page
Action on Non-agenda Items Resolution

There was no discussion.

4.d A resolution of the City Council of the City of Punta Gorda, Florida, formally adopting Rules of Procedure for City Council and its boards and committees; providing for severability; and providing an effective date.
Exhibits:
Cover Page
Draft City Council Rules of Procedure
City Council Rules of Procedure Resolution

There was no discussion.

5) CONSENT AGENDA

There was no discussion.

5.a Invoice of Leskovich Law Group, P.A. for legal services rendered through September 30, 2025 in the amount of $7,919.24.
Invoice of Leskovich Law Group, P.A. for legal services rendered through October 31, 2025 in the amount of $9,756.25
Exhibits:
Cover Page

Invoice No 0925 Sept 2025
Invoice No 1025 October 2025

There was no discussion.

6) REGULAR AGENDA

6.a Florida Power and Light Street Light Conversion Opportunity
Exhibits:
Cover Page
Street Light Conversion Benefits Summary

There was no discussion.

6.b Notice of Termination of Lease - Punta Gorda Coffee & Tea, (Unit 118) and Punta Gorda Chocolate & Wine, (Unit 1112)
Exhibits:
Cover Page
Notice of Termination of Lease
HCC Lease PG Coffee & Tea Units 117-118 Executed
PG Chocolate & Wine Lease June 2022 - May 2026
Total Loss of lease Revenue PG Coffee and Tea and Chocolate and Wine
PG Coffee and Tea release of all claims
PG Chocolate and Wine release

Councilmember Polk indicated she would recuse herself from voting during this item.
Mayor Lux questioned whether the rent forgiveness had been included in the calculations.
Kristin Simeone, Finance Director, replied in the negative.

6.c Lease agreement with CDBIA for repairs to A.C. Freeman House
Exhibits:
Cover Page
Exhibit A. Lease City and CDBIA
Exhibit B. Scope of Work

Mayor Lux confirmed with City Manager Reichert that the agreement included replacing the roof.

6.d City Clerk Annual Evaluation
Exhibits:
Cover Page
City Clerk Evaluation Scores
District 1
District 2
District 3
District 4
District 5

City Manager Reichert commented positively on City Clerk Welch's work.

6.e Award of Agreement to Marine Contracting Group, Inc. of Punta Gorda, FL for the Seawall Replacement Program and as needed repairs.
Exhibits:
Cover Page
Agreement
Evaluation

Mayor Lux requested a progress report be presented.

6.f Approval of Change Order #2 to Ashley, Brown and Smith of Port Charlotte, Florida for fiscal year auditing services.
Exhibits:
Cover Page
Change Order 2
Agreement

Mayor Lux questioned the price increase.
Kristin Simeone replied prior to this, no price increases had been requested for several years.

6.g Award of Amendment #12 for the Wastewater Treatment Plant Biosolids Preliminary Design Report to CDM Smith of Fort Myers, FL
Exhibits:
Cover Page
Agreement
Recommendation for Award

There was no discussion.

6.h Project and Grant Update
Exhibits:
Cover Page
November 19 Project Update
November 19 Grant Update

City Manager Reichert indicated the City had successfully obtained a grant for $22 million for wellfield and wastewater projects.

6.i City Streets Maintenance Update
Exhibits:
Cover Page
Street Maintenance Presentation

Mayor Lux requested a maintenance schedule for same.

6.j Farmers Markets
Exhibits:
Cover Page
Memo regarding Business Taxes for Farmers Markets
November 5, 2008, Excerpt regarding Farmers Market Business Tax

March 3, 2010, Excerpt regarding Farmers Market Business Tax
June 15, 2011, Excerpt regarding Farmers Market Business Tax
September 17, 2018, Excerpt regarding Farmers Market Business Tax
October 3, 2018, Excerpt regarding Farmers Market Business Tax
November 7, 2018, Excerpt regarding Farmers Market Business Tax
November 21, 2018, Excerpt regarding Farmers Market Business Tax

City Manager Reichert stated the scope of the discussion should pertain only to business tax receipts.

6.k Event Permit 25-195581 - New Year's Eve at Fisherman's Village - December 31, 2025
Exhibits:
Cover Page
Application

There was no discussion.

6.l Event Permit 25-196152 - Light Up The Night 2025 Tree Lighting - December 5, 2025
Exhibits:
Cover Page
Application

There was no discussion.

6.m City's Reserve Policies Review and Discussion.
Exhibits:
Cover Page
Reserve Policies Discussion

There was no discussion.

6.n Public Parking
Exhibits:
Cover Page
Presentation

Mayor Lux requested reporting regarding the quantity of trips and falls in City owned public spaces.

7) BOARDS / COMMITTEE

There was no discussion of board or committee items.

7.a Coastal and Heartland National Estuary Partnership (CHNEP) Technical Advisory Committee (TAC) Designee
Exhibits:
Cover Page

7.b Coastal and Heartland National Estuary Partnership (CHNEP) Technical Advisory Committee (TAC) Back Up Designee
Exhibits:
Cover Page

7.c City Council Service Boards and Committees 2025-2026
Exhibits:
Cover Page
Council Service Board Descriptions

7.d Announcement of Vacancies: Code Enforcement Board (1 alternate)
Exhibits:
Cover Page
Code Enforcement Board

7.e Nominations: Burnt Store Isles Canal Advisory Committee (2 regular)
Exhibits:
Cover Page
Burnt Store Isles Canal Advisory Committee
Brandt Application
Drummond Application
Sedberry Application

7.f Nominations: Code Enforcement Board (1 regular)
Exhibits:
Cover Page
Code Enforcement Board
Gentry Application

7.g Appointments: Building Board (1 contractor seat)
Exhibits:
Cover Page
Building Board
Gadsden Application
Kemeny Application
Kizer Application

7.h Appointments: Burnt Store Isles Canal Advisory Committee (2 regular)
Exhibits:
Cover Page
Burnt Store Isles Canal Advisory Committee
Brandt Application
Drummond Application
Sedberry Application

7.i Coastal and Heartland National Estuary Partnership (CHNEP) Management Committee Designee
Exhibits:
Cover Page

8) REPORTS FROM CITY OFFICERS

8.a City Manager
Exhibits:
Cover Page

City Manager Reichert reminded residents of the workshop scheduled for this date.

8.b Interim City Attorney
Exhibits:
Cover Page

Interim City Attorney Leskovich indicated he would provide his report at the regular meeting.

8.c City Clerk
Exhibits:
Cover Page

There was no report.

9) COUNCIL MEMBER COMMENTS

Mayor Lux requested additional support for parliamentary procedures.
Councilmember Julian suggested a note could be added to the agenda as a reminder to swear in participants.

10) PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Wendy Mueller requested the crosswalk between Olympia and Marion Avenue be reviewed for safety.
Councilmember Polk stated same had been reported to the appropriate entities.

ADJOURNMENT

The meeting adjourned at 9:20 a.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL WORKSHOP MEETING MINUTES
NOVEMBER 18, 2025, 5:30 P.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; Deputy City Clerk Falkner

CALL TO ORDER

Mayor Lux called the meeting to order at 9:00 a.m., followed by the Pledge of Allegiance.

1) WORKSHOP TOPIC

1.a Boat Ramp Parking

Exhibits:
Cover Page
Boat Ramp Parking Fees - Presentation

Carl Benge, Principal Planner, reviewed a proposal for fee options at Laishley Marina, including daily and monthly passes. He stated Charlotte County was currently waiving parking fees due to storm damage, noting Lee County also charged for municipal boat ramps. He next reviewed options for fee collection, including traditional in-person collection, self-pay kiosks, and parking apps. He reviewed pricing, stating a self-pay kiosk would take 12-24 months for costs to break even for up to 50 spaces. He noted the parking app was scaled for about 1,000 parking spaces, reviewing pricing for setup and maintenance.
Discussion ensued regarding practical considerations for implementation, with the following noted: (1) concerns regarding enforcement; (2) addition of a boat launch fee; (3) requiring fees only during certain hours; (4) potential for annual parking passes or decals, with residents possibly receiving same at no charge.
Carl Benge concluded staff would look into annual passes and reach out to Charlotte County and the City of Naples regarding their implementation of same.

1.b Laishley Marina Discussion

Exhibits:
Cover Page
Laishley Marina - Workshop Presentation

Boyd Lawrence, Planning Director, provided a historical background on the Laishley Marina, noting the infrastructure was only about 15 years old. He summarized impacts of recent storms on slip and mooring field availability, then

reviewed the recent financials from Fiscal Year (FY) 2025, noting a significant decrease in revenue due to limited openings.
Discussion ensued regarding the marina, with the following confirmed: (1) any direct revenue from the marina had to be used to support marina operations; (2) the marina had a separate fund; (3) rebuilding the marina to previous specifications would be most efficient; (4) there were some issues in the original installation of the mooring field that needed to be addressed at an estimated cost of $2,600 in materials per mooring ball, with total estimated cost of $6,000 per mooring ball; (5) the engineer examining the mooring field suggested implementing a reservation system prior to installation to properly address demand; (6) additional submerged land leases would be required for the other side of the bridge for taller boats; (7) staff had assessed several docks but were waiting on Council and resident input from this workshop to proceed with repairs; (8) majority of marina park management costs were for labor; (9) current contracts for slips indicate damage caused by vessels is the responsibility of the lessee if they did not leave prior to a storm; (10) improvements to the marina could be a sales tax program project but maintenance was not eligible; (11) usage of slips by commercial entities, individuals, and City Fire and Police Departments. Councilmembers made the following suggestions: (1) allow boaters to anchor at the dinghy dock for a monthly fee; (2) raise fees and use funds from City Hall Rehabilitation Project to cover repair costs.
Mayor Lux inquired about a timeframe to reopen slips, even without utility availability.
Ron Everts noted that considerable staff time would be needed to accomplish same, noting they were currently devoted to high-visibility projects such as Gilchrist Park lighting and bathrooms and Council Chambers rehabilitation. He also noted that making temporary repairs with a non-federalized contractor may jeopardize eligible Federal Emergency Management Agency (FEMA) reimbursements.
Kristin Simeone stated City staff were working regularly with FEMA to finalize obligated funds for Hurricanes Ian and Milton. She also discussed additional FEMA requirements regarding mitigation.
Discussion ensued regarding the process that City staff undertook to ensure contracts maximized FEMA eligibility.
Councilmember Julian stated residents had expressed concern about management not being able to organize the boats to maximize usage of the day docks.
Councilmember Polk inquired about contracting for repairs.
Kristin Simeone explained FEMA had indicated they might reimburse costs using the existing contract with Hans Wilson if certain language was added.
Councilmembers Denton, **Lockhart**, and **Polk** spoke in favor of moving forward under the current contract.
City Manager Reichert responded that she would direct staff to move forward under the current contract to evaluate the marina with the federal language added.
Bryan Clemons spoke in favor of obtaining a comprehensive evaluation of existing systems before moving to repairs in order to maximize efficiency of refurbishment.
City Manager Reichert requested a concurrent contract for dredging services.
Bryan Clemons responded that he was working on same.

1.c Public Comments

Exhibits:

Cover Page

Cole Kelly, Maritime Fishing, gave a brief presentation suggesting changes to operations and fee structures at Laishley Marina.
Noel Hyde expressed concern about lack of usable slips and ties at Laishley Marina, urging Council to prioritize repairs for the boating community and public safety operations.
Gary Rubin spoke in favor of implementing a daily or visitor pass as part of the decal program discussed for paid parking.
Bill Page inquired about marina management options, suggesting hiring a full-time management company or implementing a marina advisory committee to oversee day-to-day operations. He also cited concerns about financial obligations, suggesting Council not wait any longer for FEMA.
Gary Skillicorn spoke about the status of west mooring field, opining same would attract boaters to our community.
Alan Hall spoke in favor of having a dockhand present and allowing end-dock tie offs, citing the Riviera Bar and Grill as a positive example of tie-up organization. He also cited concerns about loading and unloading from the seawall.
Bob Fritz, BSI, spoke in favor of a dockhand to organize loading and unloading as well as docking. He also noted that many boaters launched but did not park in the Laishley lot, opining that parking lot decals would be insufficient. He spoke in favor of charging for boat ramp use.
Zach Gloer, Punta Gorda Adventures, spoke in favor of usage fees, noting he had spoken with City of Naples dockmaster , who had recommended the City invest in a manual from the Association of Marina Industries to help in establishing standard operating procedures. He also spoke in favor of allowing other businesses to have commercial docks for regular launching. He then spoke on funding discussed at the recent Marina Advisory Committee meeting, noting some grants were available for municipal marina improvements.
Phillip Boyer, former commercial boat slip tenant, spoke on his experience with the Laishley Marina operations.
Michael Brattain spoke on staffing issues with marina management, expressing concerns with inconsistencies in regulation enforcement. He spoke on his negative experiences as a liveaboard owner.
Gordy Brown acknowledged that repairs were a time-consuming endeavor.
Lionel Mauresmo suggested the City partner with TT's Tiki and Four Points by Sheraton to develop a comprehensive boating destination, noting they had been working with an international management company. He suggested privatizing operations.
Walter Freed spoke in favor of a self-supporting marina, suggesting it should not be subsidized by taxpayers. He also spoke in favor of establishing a mooring field suitable for transient cruisers, noting same were more flexible than anchoring options.
Mike Callahan spoke on a provision in the submerged lands lease regarding rental fees, opining that same precluded the City for charging usage fees for the boat slip. He also spoke on the commercial and non-commercial usage allowed under the submerged lands lease, expressing concerns about Freedom Boat Club's near-exclusive use of the marina.

City Manager Reichert stated Public Works was scheduling a meeting with the Florida Department of Environmental Protection (FDEP) to review submerged land lease compliance.
Councilmember Denton received confirmation the City had a usable dinghy dock at Laishley Marina, speaking in favor of TT's suggestion of a comprehensive, professionally managed marina experience.
Councilmember Lockhart inquired whether the marina management contract included a provision for dockhand supervision.
Ron Everts responded there was not a current marina management contract, noting the bid came back above budget. He stated the existing marina management company was serving in an interim capacity, noting staff could request a dockhand if one was not contemplated in the original contract.
Councilmember Julian spoke in favor of the suggestion to provide key fobs to offshore boaters for a monthly fee.
Councilmember Polk concurred with Councilmember Denton; however, she expressed concern transfer of the submerged lands lease to a private company would not be allowed.
Mayor Lux expressed favor for exploring public-private partnerships as a possibility for the marina.

1.d Breakout with Staff
Exhibits:
Cover Page

Mayor Lux announced staff would be present for breakout sessions with the public, noting City Council would not be present for same.

ADJOURNMENT

The meeting adjourned at 10:48 a.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL REGULAR MEETING MINUTES
NOVEMBER 19, 2025, 9:00 A.M.

MEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; City Clerk Welch

CALL TO ORDER

Mayor Lux called the meeting to order at 9:00 a.m.
Carlo Gargiulo provided the invocation, followed by the Pledge of Allegiance.

COUNCIL REORGANIZATION

2025 General Election Results

Exhibits:
Cover Page

City Clerk Welch announced the results of the 2025 General Election as follows:
District 3: Deborah Lux elected unopposed.
District 5: Melissa Lockhart - 2,362 votes.
William Page - 2,056 votes.

Oaths of Office

Exhibits:
Cover Page
District 3 Oath
District 5 Oath

City Clerk Welch swore in Councilmember Lux and Councilmember Lockhart.

Election of Mayor

Exhibits:
Cover Page

Interim City Attorney Leskovich opened the floor for nominations for mayor.
Councilmember Lockhart **NOMINATED** Councilmember Julian.
Councilmember Denton **NOMINATED** Councilmember Lux.
Interim City Attorney Leskovich confirmed there were no further nominations.
VOTING JULIAN: Lockhart, Julian.
VOTING LUX: Denton, Lux, Polk.
Interim City Attorney Leskovich announced Councilmember Lux was elected mayor.

Election of Vice Mayor
Exhibits:
Cover Page

Interim City Attorney Leskovich opened the floor for nominations for vice mayor.
Councilmember Julian **NOMINATED** himself.
Councilmember Denton **NOMINATED** Councilmember Polk.
Interim City Attorney Leskovich confirmed there were no further nominations.
VOTING JULIAN: Julian, Lockhart.
VOTING POLK: Denton, Lux, Polk.
Interim City Attorney Leskovich announced Councilmember Polk was elected vice mayor.

AGENDA APPROVAL

City Manage Reichert announced there was a request to move Item 6.i. to follow Item 6.a. Consensus of Council was to do so.

1) PROCLAMATIONS / PRESENTATIONS

1.a Fall Festival Recognition

Exhibits:
Cover Page
Fall Festival Presentation

Jennifer Falkner, Deputy City Clerk, thanked all the sponsors, non-profit trick-or-treat partners, and staff who came together to create this year's Neighborhood Fall Festival.

1.b Geographic Information Systems Day

Exhibits:
Cover Page
Geographic Information Systems Day

City Manager Reichert presented the proclamation, which was accepted by Brad Schuette, IT Manager, and Todd Helt, GIS Analyst.

1.c Christmas Parade Day

Exhibits:
Cover Page
Christmas Parade Day

Councilmember Polk presented the proclamation to Bob White, Charlotte County Chamber of Commerce.

1.d Service Award

Exhibits:
Cover Page

Ron Everts, Public Works Director, presented the 35-year Service Award to David Meyers, Public Works Right-of-way Supervisor.

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

Garrett Kizer introduced himself as a nominee for the Building Board, indicating he currently served as Chair on the board.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Cindy O'Hara noted individuals were playing in the Gilchrist Park playground after dark, which was against the ordinance. She played a video of her grandson in which he requested lights be installed so that children could play after dark. She then expressed concern regarding division on City Council.
Tim Ritchie spoke on water quality, expressing surprise the City was in a Phase I water shortage given Southwest Florida Water Management District's approval of a water use permit for Mosaic to withdraw 70 million gallons per day. He requested Council set aside $100,000 to address water quality.
Bill Page read a comment from William Moran regarding Councilmember Julian citing him.
Debbie Coudret questioned if City Council could consider how development of artificial intelligence facilities would impact the City's water.

3) PUBLIC HEARING AGENDA (Quasi-Judicial and Legislative)

3.a An Ordinance of the City of Punta Gorda, Florida, repealing Chapter 17, "Utilities," of the Code of Ordinances in its entirety and adopting a new Chapter 17, "Utilities"; providing for the regulation, operation, and administration of the City's water, wastewater, and reclaimed water systems; providing for the conflicts and severability; and providing an effective date.
Exhibits:
Cover Page
*Proposed Ordinance
Exhibit A - Proposed Chapter 17, Utilities

Interim City Attorney Leskovich read the ordinance by title, noting this was the first reading.
Tom Spencer, Utilities Director, offered to answer any questions.
Councilmember Lockhart inquired as to the fee for water usage from fire sprinklers.
Tom Spencer stated he would provide information on same in the future.
Kristin Simeone, Finance Director, noted fees would be established separately by a resolution.
Mayor Lux opened the floor for public comment, calling three times for same.
Tim Ritchie stated he had not been able to find the agenda online.
Gary Skillicorn expressed support for the proposed revisions.

Councilmember Polk **MOVED** to close the public hearing, **SECONDED** by Councilmember Denton.
MOTION UNANIMOUSLY CARRIED.
Councilmember Julian **MOVED** approval of the ordinance at first reading, **SECONDED** by Councilmember Lockhart.
MOTION UNANIMOUSLY CARRIED.

4) ORDINANCES / RESOLUTIONS(No Public Hearing Required)

4.a A resolution of the City Council of the City of Punta Gorda, Florida, establishing the schedule of regular City Council meetings for 2026.
Exhibits:
Cover Page
*Meeting Dates Resolution

Interim City Attorney Leskovich read the resolution by title.
Discussion ensued regarding the proposed schedule, with Councilmember Lockhart expressing favor to be consistent in the schedule to the greatest extent possible.
Councilmember Lockhart **MOVED** approval of the resolution, **SECONDED** by Councilmember Polk.
MOTION UNANIMOUSLY CARRIED.
Discussion ensued regarding the time of meetings, with City Manager Reichert suggesting evening workshops be scheduled to address particular items as needed.

4.b A resolution of the City Council of the City of Punta Gorda, Florida, reaffirming Resolution 1132-95 and formally adopting its Rules of Conduct; and providing an effective date.
Exhibits:
Cover Page
Rules of Conduct Resolution

Interim City Attorney Leskovich read the resolution by title.
Councilmember Lockhart **MOVED** approval of the resolution, **SECONDED** by Councilmember Polk.
MOTION UNANIMOUSLY CARRIED.

4.c A resolution of the City Council of the City of Punta Gorda, Florida, reaffirming its policy with regard to taking action on non-agenda items; providing for consideration of non-agenda items only after approval by a majority plus one of a quorum of Council and to do so only for stated reasons; and providing an effective date.
Exhibits:
Cover Page
Action on Non-agenda Items Resolution

Interim City Attorney Leskovich read the resolution by title.
Councilmember Polk **MOVED** approval of the resolution, **SECONDED** by Councilmember Denton.
MOTION UNANIMOUSLY CARRIED.

4.d A resolution of the City Council of the City of Punta Gorda, Florida, formally adopting Rules of Procedure for City Council and its boards and committees; providing for severability; and providing an effective date.
Exhibits:
Cover Page
Draft City Council Rules of Procedure
City Council Rules of Procedure Resolution

Interim City Attorney Leskovich read the resolution by title.
Councilmember Lockhart **MOVED** approval of the resolution, **SECONDED** by Councilmember Polk.
MOTION UNANIMOUSLY CARRIED.

5) CONSENT AGENDA

Councilmember Lockhart **MOVED** approval of the Consent Agenda, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

5.a Invoice of Leskovich Law Group, P.A. for legal services rendered through September 30, 2025, in the amount of $7,919.24.
Invoice of Leskovich Law Group, P.A. for legal services rendered through October 31, 2025, in the amount of $9,756.25
Exhibits:
Cover Page
Invoice No 0925 Sept 2025
Invoice No 1025 October 2025

NOTE: A 10-minute break was called at 9:18 a.m.

6) REGULAR AGENDA

6.a Florida Power and Light Street Light Conversion Opportunity
Exhibits:
Cover Page
Street Light Conversion Benefits Summary

Eric Culling, Florida Power and Light (FPL), reviewed the benefits of converting the approximately 1,500 FPL owned and maintained lights in the City from high-pressure sodium lights to LED lights as follows: (1) monthly cost reduction; (2) security and safety enhancements related to better color identification; (3) improved resiliency; (4) reduction in energy usage for enhanced sustainability. He noted the proposed lights complied with dark sky advice.
Charlotte Miller, FPL, spoke on the company's long-term initiative to underground utilities.
Councilmember Denton **MOVED** to proceed with an agreement for the conversion, **SECONDED** by Councilmember Lockhart.
MOTION UNANIMOUSLY CARRIED.

6.b Notice of Termination of Lease - Punta Gorda Coffee & Tea, (Unit 118) and Punta Gorda Chocolate & Wine, (Unit 1112)

Exhibits:

Cover Page
Notice of Termination of Lease
HCC Lease PG Coffee & Tea Units 117-118 Executed
PG Chocolate & Wine Lease June 2022 - May 2026
Total Loss of lease Revenue PG Coffee and Tea and Chocolate and Wine
PG Coffee and Tea release of all claims
PG Chocolate and Wine release

City Manager Reichert noted the City had received a notice of intent to terminate the leases for Punta Gorda Coffee and Tea and Punta Gorda Chocolate and Wine on October 30, 2025.

Councilmember Polk noted she had filed Form 8B and would abstain from voting due to a conflict of interest as her son was the contractor for the businesses' new location.

Interim City Attorney Leskovich stated the termination letter cited a mutual agreement for the termination.

Stefan Herndon noted they had submitted a letter regarding issues they had at their location.

Interim City Attorney Leskovich received confirmation from Stefan Herndon that no formal agreement had been reached and that they were requesting termination of the lease and waiver of their remaining rent. He advised the businesses were still liable for rent payments until the lease term expired if Council desired to pursue those; however, Council could choose to release the businesses from those obligations. He confirmed there were no provisions for early termination of the lease.

Discussion ensued regarding the following: (1) similarities and dissimilarities to release of the Gorda Bowls lease; (2) efforts the City made to protect the Herald Court Centre tenants; (3) use of City funds to repair the units; (4) potential to sublease the units; (5) communication from the Herndons to the City; (6) concerns regarding precedent.

Mayor Lux suggested a compromise in seeking another tenant and continuing to collect rent from the existing leases until a new lessee was identified. She noted the Herndons could have begun discussions in advance.

Councilmember Lockhart expressed preference to release the Herndons from the lease, questioning the cost of upholding the lease through legal avenues.

Councilmember Denton inquired as to the details of the request for rent forgiveness.

Patti Herndon stated they had paid through November 2025.

Interim City Attorney Leskovich acknowledged Councilmember Lockhart's point regarding legal fees, noting precedent was not law. He opined the City's lease would hold up in court, indicating the rent under discussion amounted to approximately $30,000.

Councilmember Denton confirmed with City Manager Reichert that there were no parties currently discussing leasing units at Herald Court Centre.

Discussion ensued regarding issues the Herndons had experienced at their units.

Councilmember Lockhart **MOVED** to allow termination of the lease and forgiveness of rent.

MOTION FAILED FOR LACK OF A SECOND.

Councilmember Lockhart **MOVED** to allow termination of the lease, return of the security deposit if eligible, and for payment of the property taxes due, **SECONDED** by Councilmember Julian.
Councilmember Polk inquired as to the amount of the security deposit.
Kristin Simeone replied security deposits were generally one month's rent, noting the units would have a true-up of $352 for the Chocolate and Wine unit and $503 for the Coffee and Tea unit in December's rent to account for property taxes.
VOTING AYE: Julian, Lockhart.
VOTING NAY: Lux, Denton.
ABSTAINING: Polk.
Councilmember Denton **MOVED** for the City to retain the security deposit, to collect the property taxes owed, and to release the Herndons from their leases and remaining payments, **SECONDED** by Julian.
VOTING AYE: Denton, Julian, Lux, Lockhart.
ABSTAINING: Polk.
MOTION CARRIED.
Patti Herndon indicated they were attempting to relocate by November 30, 2025, indicating she understood they would be responsible for December rent if they had not fully vacated the units.

6.c Lease agreement with CDBIA for repairs to A.C. Freeman House

Exhibits:

Cover Page
Exhibit A. Lease City and CDBIA
Exhibit B. Scope of Work

City Manager Reichert noted both parties had reviewed the lease agreement.
Councilmember Lockhart inquired as to insurance for the building.
City Manager Reichert replied the City had insurance on the structure.
Councilmember Julian **MOVED** approval of the lease agreement, **SECONDED** by Councilmember Denton.
MOTION UNANIMOUSLY CARRIED.

6.d City Clerk Annual Evaluation

Exhibits:

Cover Page
City Clerk Evaluation Scores
District 1
District 2
District 3
District 4
District 5

Jeff Payne, Human Resources Manager, stated the evaluation was for the period ending September 1, 2025, requesting City Council consider making any increase retroactive to that date. He stated the City Clerk was eligible for the full 4% merit increase.
Councilmember Julian commented positively on City Clerk Welch's work.
Councilmember Lockhart **MOVED** to approve a 4% merit increase retroactive to September 1, 2025, **SECONDED** by Councilmember Julian.

Discussion ensued regarding the merit increase, with Councilmember Lockhart expressing preference to retain the 4% increase in her motion.
MOTION UNANIMOUSLY CARRIED.

6.e Award of Agreement to Marine Contracting Group, Inc. of Punta Gorda, FL for the Seawall Replacement Program and as needed repairs.
Exhibits:
Cover Page
Agreement
Evaluation

Julie Rogan-Sutter reviewed the solicitation process for the seawall replacement program and as needed repairs, which resulted in recommendation to award an agreement to Marine Contracting Group (MCG).
Mayor Lux inquired as to the contractor's ability to complete hurricane-related seawall repairs as well as the regular program.
Julie Rogan-Sutter explained the only response in March 2025 was 200% above the current agreement prices. She stated the work was rebid in September 2025, which resulted in the proposed agreement.
Ron Everts expressed satisfaction with MCG's work, noting one barge would be dedicated to the maintenance program.
Mayor Lux inquired as to the impact on the contract if the City changed their seawall materials.
Julie Rogan Sutter replied the City could terminate in year 2 or 3 of the agreement, noting the City could choose not to renew.
Councilmember Julian **MOVED** award of the agreement to Marine Contracting Group, **SECONDED** by Councilmember Denton.
MOTION UNANIMOUSLY CARRIED.

6.f Approval of Change Order #2 to Ashley, Brown and Smith of Port Charlotte, Florida for fiscal year auditing services.
Exhibits:
Cover Page
Change Order 2
Agreement

Kristin Simeone explained Ashley, Brown and Smith had requested a price increase of 2.3% for audit of Fiscal Year (FY) 2024 and an increase of 2.9% for FY 2025. She noted Ashley Brown had not requested increases over the past 2 years.
Mayor Lux noted costs would reduce as the City no longer needed services for audit of the dissolved community redevelopment area.
Councilmember Polk **MOVED** approval of Change Order 2, **SECONDED** by Councilmember Lockhart.
MOTON UNANIMOUSLY CARRIED.

6.g Award of Amendment #12 for the Wastewater Treatment Plant Biosolids Preliminary Design Report to CDM Smith of Fort Myers, FL
Exhibits:
Cover Page
Agreement

Recommendation for Award

Tom Spencer reviewed the development of Amendment 12, which would provide for engineering services to prepare a preliminary design report for future biosolids processing at the Wastewater Treatment Plant, with a not-to-exceed cost of $347,480. He noted work would be completed within 35 weeks of issuance of the notice to proceed. He emphasized biosolids handling was critical to the treatment process.
Councilmember Julian **MOVED** award of Amendment 12 to CDM Smith, **SECONDED** by Councilmember Lockhart.
MOTION UNANIMOUSLY CARRIED.

6.h Project and Grant Update
Exhibits:
Cover Page
November 19 Project Update
November 19 Grant Update

Tom Spencer spoke on grants recently received by the City for utilities projects.
City Manager Reichert reviewed updates on various City projects.
Councilmember Denton expressed satisfaction regarding the fencing along the Harborwalk, noting same was almost continuous again.
City Manager Reichert stated the goal was to have as much of the Harborwalk complete as possible by November 30, 2025.
Councilmember Polk acknowledged lighting took time to repair, noting there was a section around the playground which still needed repair.
Ron Everts stated the final electrical panel had been repaired, indicating further repairs could now be made.
City Manager Reichert noted a Capital Improvements Program update would be provided in January 2026. She then reviewed events recently approved by the Development Review Committee.

6.i City Streets Maintenance Update
Exhibits:
Cover Page
Street Maintenance Presentation

Bryan Clemons, Public Works Engineering Manager, provided a brochure from the current vendor on a product used in the paving program, noting a representative was available for questions. He reviewed how the paving program had been redone to prioritize streets in the worst conditions. He explained the goal of the pavement program was to maximize the life of streets in need of maintenance, with work to include: (1) limited mill and repaving; (2) increased application of an asphalt rejuvenator; (3) proactive pothole repair; (4) rebricking of brick streets.
Mayor Lux questioned if alleys providing access to homes were to be paved.
Ron Everts replied some improvements had been made, noting millings would be laid eventually.

6.j Farmers Markets
Exhibits:

Cover Page
Memo regarding Business Taxes for Farmers Markets
November 5, 2008, Excerpt regarding Farmers Market Business Tax
March 3, 2010, Excerpt regarding Farmers Market Business Tax
June 15, 2011, Excerpt regarding Farmers Market Business Tax
September 17, 2018, Excerpt regarding Farmers Market Business Tax
October 3, 2018, Excerpt regarding Farmers Market Business Tax
November 7, 2018, Excerpt regarding Farmers Market Business Tax
November 21, 2018, Excerpt regarding Farmers Market Business Tax

City Clerk Welch drew attention to the memo, as delineated in the agenda material, which reviewed relevant State Statutes as well as Chapter 12 of the Punta Gorda Code of Ordinances, particularly the provisions regarding the fee structure for farmers markets. She noted the fees for the farmers markets constituted less than 5% of the farmers markets' revenue. She indicated if City Council desired to amend the fee structure, adoption of an ordinance would be required.
Discussion ensued regarding the following: (1) collection of fees from the farmers markets; (2) business taxes paid by farmers market organizers versus fees paid by vendors to market organizers; (3) insurance requirements for farmers markets.
Councilmember Denton expressed desire to discuss how to maximize farmers market revenues at a future meeting.
Consensus of City Council was for the farmers market fee structure to remain as it currently was.

6.k Event Permit 25-195581 - New Year's Eve at Fisherman's Village - December 31, 2025
Exhibits:
Cover Page
Application

Rachel Barry, Zoning Official, reviewed the request for street closures for the annual event.
Councilmember Lockhart **MOVED** approval of the event permit and request for street closures, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

6.l Event Permit 25-196152 - Light Up The Night 2025 Tree Lighting - December 5, 2025
Exhibits:
Cover Page
Application

Rachel Barry reviewed the request for street closures for the annual event.
Councilmember Polk **MOVED** approval of the event permit and request for street closures, **SECONDED** by Councilmember Denton.
MOTION UNANIMOUSLY CARRIED.

NOTE: A 5-minute break was called at 12:05 p.m.

6.m City's Reserve Policies Review and Discussion.

Exhibits:

Cover Page

Reserve Policies Discussion

Kristin Simeone provided a presentation reviewing the City's reserve policies and statuses and comparing them to nearby jurisdictions. She then questioned if City Council desired to make changes to the City's policies.

Councilmember Polk confirmed with Kristin Simeone that the City did not have a disaster or emergency reserve.

Discussion ensued regarding establishment of an emergency reserve for use in disasters, particularly use of a portion of the Special Use Fund, with Kristin Simeone recommending establishing an Emergency Reserve using between 50% to 75% of the Special Use Fund.

Consensus of City Council was to use 50% of the Special Use Fund for an emergency reserve.

6.n Public Parking

Exhibits:

Cover Page

Presentation

Carl Benge, Principal Planner, provided a presentation on parking in the downtown area, noting there were 1,444 public parking spaces within the City, 49 of which were handicap permit parking spaces. He indicated other municipalities provided a mix of free and paid public parking. He noted if parking fees were instituted, additional considerations would be the collection of fees and related enforcement. He reviewed options for Council's consideration, including contracting for valet services, amending the Land Development Regulations to allow parking as a primary use, and installing additional wayfinding signage for parking. He stated staff recommended signage regarding parking risks at public parking lots.

Councilmember Polk questioned if a questionnaire could be issued to determine why the Herald Court Centre parking garage was underutilized, opining the difficulty of navigating the garage and periods where the elevator did not function were likely contributing factors.

Discussion ensued regarding the possibility of reconfiguring the parking garage to increase navigability.

Consensus of Council was to explore reconfiguring options to widen turns for the ramps and to install signs regarding parking risks in public lots.

Councilmember Polk spoke in favor of allowing downtown business owners to purchase a second property to serve as parking for their businesses.

7) BOARDS / COMMITTEE

7.a Coastal and Heartland National Estuary Partnership (CHNEP) Technical Advisory Committee (TAC) Designee

Exhibits:

Cover Page

Rick Lehmkuhl, Grants Coordinator, explained Daniela Carrasquillo, Planner I, was recommended for appointment given her relevant professional and academic background.
Councilmember Lockhart **MOVED** approval of Daniela Carrasquillo to serve as the City's representative on the Coastal and Heartland National Estuary Partnership (CHNEP) Technical Advisory Committee (TAC), **SECONDED** by Councilmember Denton.
MOTION UNANIMOUSLY CARRIED.

7.b Coastal and Heartland National Estuary Partnership (CHNEP) Technical Advisory Committee (TAC) Back Up Designee
Exhibits:
Cover Page

Rick Lehmkuhl explained Adrianna Gehrke, Planner I, was recommended for appointment as the alternate representative given her relevant professional and academic background.
Councilmember Polk **MOVED** approval of Adrianna Gehrke to serve as the City's alternate representative on the Coastal and Heartland National Estuary Partnership (CHNEP) Technical Advisory Committee (TAC), **SECONDED** by Councilmember Denton.
MOTION UNANIMOUSLY CARRIED.

7.c City Council Service Boards and Committees 2025-2026
Exhibits:
Cover Page
Council Service Board Descriptions

City Clerk Welch requested Councilmembers determine who would serve on each service board.
Discussion ensued with appointments being made to the various boards as follows:
Charlotte County Airport Authority - Councilmember Polk
Charlotte County Veterans' Council - Mayor Lux and Councilmember Julian
Charlotte Harbor Environmental Center - Councilmember Denton
Coastal and Heartland National Estuary Partnership Policy Committee - Mayor Lux
Community Action Agency Advisory Board - Councilmember Lockhart
Drug Free Punta Gorda - Rotation between Councilmembers
Metropolitan Planning Organization - Councilmember Polk
Punta Gorda Housing Authority - Councilmember Lockhart
Southwest Florida League of Cities - Councilmember Julian
Southwest Florida Regional Planning Council - Mayor Lux
Tourist Development Council - Councilmembers Denton and Lockhart

7.d Announcement of Vacancies: Code Enforcement Board (1 alternate)
Exhibits:
Cover Page
Code Enforcement Board

City Clerk Welch announced the vacancy.

7.e Nominations: Burnt Store Isles Canal Advisory Committee (2 regular)

Exhibits:

Cover Page
Burnt Store Isles Canal Advisory Committee
Brandt Application
Drummond Application
Sedberry Application

Councilmember Lockhart **NOMINATED** all interested parties.

7.f Nominations: Code Enforcement Board (1 regular)

Exhibits:

Cover Page
Code Enforcement Board
Gentry Application

Councilmember Lockhart **MOVED** nomination and appointment of Eric Gentry, **SECONDED** by Councilmember Julian.
MOTION UNANIMOUSLY CARRIED.

7.g Appointments: Building Board (1 contractor seat)

Exhibits:

Cover Page
Building Board
Gadsden Application
Kemeny Application
Kizer Application

City Clerk Welch distributed voting sheets. She then collected and tabulated them, announcing Darrell Gadsden was appointed by a majority of votes.

7.h Appointments: Burnt Store Isles Canal Advisory Committee (2 regular)

Exhibits:

Cover Page
Burnt Store Isles Canal Advisory Committee
Brandt Application
Drummond Application
Sedberry Application

City Clerk Welch distributed voting sheets. She then collected and tabulated them, announcing Lee Brandt and Donald Sedberry were appointed by a majority of votes.

7.i Coastal and Heartland National Estuary Partnership (CHNEP) Management Committee Designee

Exhibits:

Cover Page

Rick Lehmkuhl explained Boyd Lawrence, Planning Director, was recommended for appointment as the representative given his relevant professional and academic background.
Councilmember Denton **MOVED** approval of Adrianna Gehrke to serve as the City's representative on the Coastal and Heartland National Estuary Partnership (CHNEP) Management Committee, **SECONDED** by Councilmember Lockhart.
MOTION UNANIMOUSLY CARRIED.

8) REPORTS FROM CITY OFFICERS

8.a City Manager

Exhibits:
Cover Page

City Manager Reichert thanked Councilmembers for their support of the recent employee appreciation movie night, expressing appreciation to the staff involved as well.

8.b Interim City Attorney

Exhibits:
Cover Page

Interim City Attorney Leskovich provided an update on the RJ Gorman litigation.

8.c City Clerk

Exhibits:
Cover Page

City Clerk Welch thanked City Council, expressing satisfaction serving in the role of City Clerk and looking forward to continuing to do so.

9) COUNCIL MEMBER COMMENTS

Councilmember Lockhart suggested protocols should be established and communicated with tenants regarding how the Tiger Dams and flood gates will be used. City Manager Reichert replied same were in development.
Councilmember Lockhart thanked the residents for her reelection to City Council.
Councilmember Denton spoke in favor of considering golf cart valet services in the City. She then questioned if a Waterfront Advisory Committee could be considered. Consensus was to schedule an item to discuss same.
Councilmember Julian noted the Florida League of Cities' Utilities, Natural Resources, and Public Works Legislative Committee would be advocating for the ability to transfer money to the Public Works Department for their work sodding areas where utilities repairs have been made. He noted the Committee would be advocating against elimination of the 25% surcharge on utilities customers outside of City limits. He then reviewed other bills of concern to the Committee for their limitation of home rule power.
Councilmember Polk thanked Council for electing her to serve as Vice Mayor. She then spoke on the importance of listing the Herald Court Centre units.
Consensus of Council was to schedule an agenda item to discuss using a listing agent for the units.

Mayor Lux requested quarterly reports on the City's finances, suggesting money be set aside to explore a new enterprise resource planning (ERP) system to aid the Finance Department.
Kristin Simeone expressed interest in same.
Consensus of City Council was to explore a new ERP system, with Kristin Simeone indicating Finance would present budget estimates to Council.
Mayor Lux inquired if the City's leases would be presented to Council.
Interim City Attorney Leskovich replied affirmatively.
Mayor Lux requested consensus to find resources to assist Public Works in repairing bridge lights.
Ron Everts stated same could be contracted out but would be a significant cost.
Councilmember Denton suggested solar lights could be used as a temporary measure.
Mayor Lux thanked staff for their work decorating the downtown area for the holidays. She then spoke in favor of receiving multiple bids for projects.
City Manager Reichert explained when only one bid came in, Procurement would reissue the solicitation multiple times.
Councilmember Polk noted she heard from a family from Venice that they came to the City to trick-or-treat because the City closed their streets.
Mayor Lux thanked City Council for reelecting her to serve as mayor.

10) PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Tim Ritchie noted water quality in Florida was declining, requesting Councilmembers band together to save the Peace River. He opined CHNEP did their job well but more was needed. He stated Senator Albritton indicated Mosaic was phasing out phosphate mining over the next 10 years; however, they were building new outfalls.
Cindy O'Hara requested public comment be increased to 4 minutes. She then spoke against constructing an additional pavilion in Gilchrist Park, suggesting the land remain as grass until a new building could be constructed.
Jeff Lustig spoke in favor of allowing golf carts on the streets, noting they offered many benefits to the community and the City. He concurred the City should have professional management of the Herald Court Centre units. He then questioned if the Police Department was tracking individuals using their cameras.
Debbie Coudret questioned if the Building Division and Public Works Department could consider a different ramp configuration for the parking garage.

ADJOURNMENT

The meeting adjourned at 1:36 p.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL PRE-AGENDA MEETING MINUTES
DECEMBER 1, 2025, 9:00 A.M.

MEMBERS PRESENT: Julian, Lockhart, Lux, Polk

MEMBERS ABSENT: Denton

CITY STAFF PRESENT: City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; Deputy City Clerk Falkner

CALL TO ORDER
Roll Call
Announcements

City Manager Reichert called the meeting to order at 9:00 a.m., noting that Councilmember Denton was not present.

AGENDA APPROVAL

There was no discussion.

1) PUBLIC INPUT

1.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

There were none.

2) PROCLAMATIONS / PRESENTATIONS

2.a 2025 Digital Cities Award
Exhibits:
Cover Page

City Manager Reichert confirmed that she would present the award.

2.b Punta Gorda Kiwanis Day
Exhibits:
Cover Page
Punta Gorda Kiwanis Day

Mayor Lux stated she would present the proclamation.

2.c Marilyn Thorndycraft Day
Exhibits:
Cover Page
Marilyn Thorndycraft Day

Councilmember Lockhart stated she would present the proclamation.

2.d Service Award
Exhibits:
Cover Page

There was no discussion.

3) PUBLIC HEARING AGENDA (Quasi-Judicial or Legislative)

3.a LEGISLATIVE - FIRST READING - GA-10-2025 - An ordinance of the City of Punta Gorda, Florida, Amending Punta Gorda Code of Ordinances Chapter 7, Building Regulations, Article V, Floodplain Management Code, Chapter 1, Administration, Section 103, Duties and Powers of the Floodplain Administrator, Section 103.4, Substantial Improvement and Substantial Damage Determinations, relating to floodplain management; establishing requirements for substantial damage determinations for historic structures or properties; providing requirements for historic structures or properties determined to be substantially damaged; providing for historic preservation considerations; providing for severability, providing for conflicts; and an effective date.
Exhibits:
Cover Page
Proposed Ordinance

Ron Cohowcz, Building Official, briefly summarized the ordinance, stating it was staff's attempt to assist historic homeowners who wished to pursue home elevation by providing them means to obtain a substantial damage determination and apply for eligible funding.
Councilmember Polk expressed concern that same conflicted with State Bill (SB) 250 and implemented more restrictive regulations.
Ron Cohowcz responded that same did not impact all historic structures, noting that properties not seeking a substantial damage assessment would still be exempt under the Florida Emergency Management Agency (FEMA) 50/50 rule. He noted that the ordinance did not conflict with the Florida Building Code or FEMA regulations. He then clarified that substantial damage assessments issued to historic homeowners under this ordinance may not be revoked, stating there was an appeal process.
Discussion ensued regarding demolition of historic structures, review by the Historic Preservation Advisory Board, and attorney review of ordinance language.
City Manager Reichert requested Interim City Attorney Leskovich review the ordinance prior to Council's regular meeting on December 3, 2025.

3.b QUASI-JUDICIAL - V-04-2025- A request by Veronica Martin of TDM Consulting, Inc., as the Authorized Agent on behalf of David Fry, Applicant, authorized by 126 E Olympia Ave, LLC, Property Owner, for a variance pursuant to Chapter 26,

Section 16.10, Punta Gorda Code, from multiple sections of Chapter 26, Punta Gorda Code, pertaining to design requirements to allow the construction of an outdoor entertainment venue on an approximate 0.50-acre portion of the property located at 126 E Olympia Avenue, Punta Gorda, Florida 33950. The applicant is requesting a variance from Sections 3.9(g)(7), 3.9(g)(9), 3.9(e)(2), 3.9(e)(3), 3.9(e)(4), 7.4(a)(2), 7.4(a)(4), 7.4(d)(8), 7.4(d)(9), and 7.4(d)(11).
Exhibits:
Cover Page
Application
BZA Staff Report
Site Plan
AMENDED AFTER BZA MEETING V-04-2025 CC Staff Report

There was no discussion.

3.c QUASI-JUDICIAL - V-06-2025- A request by Michael Simone, Property Owner, for a variance from minimum setback requirements pursuant to Chapter 26, Section 16.10, Punta Gorda Code to allow a 6.8-foot side yard setback for a partially constructed addition to the home instead of the minimum 7.5-foot setback as required by Chapter 26, Section 3.4, Punta Gorda Code, at 959 Messina Drive.
Exhibits:
Cover Page
Application
Site Plan
BZA Staff Report
AMENDED AFTER BZA MEETING V-06-2025 CC Staff Report.

There was no discussion.

4) ORDINANCES / RESOLUTIONS (No Public Hearing Required)

4.a LEGISLATIVE - SECOND READING - GA-09-2025 - An Ordinance of the City of Punta Gorda, Florida, repealing Chapter 17, "Utilities," of the Code of Ordinances in its entirety and adopting a new Chapter 17, "Utilities"; providing for the regulation, operation, and administration of the City's water, wastewater, and reclaimed water systems; providing for the conflicts and severability; and providing an effective date.
Exhibits:
Cover Page
Proposed Ordinance
Exhibit A - Chapter 17 Utilities.pdf

There was no discussion.

4.b A Resolution of the City Council of the City of Punta Gorda, Florida for fees to be adopted by resolution for water and wastewater capacity (connections) and associated fees under Chapter 17; and providing an effective date
Exhibits:
Cover Page
Proposed Resolution

Demonstrated Needs Study Results
Workshop Presentation

There was no discussion.

4.c A Resolution of the City Council of the City of Punta Gorda, Florida for rates and fees to be adopted by resolution for all water and wastewater rates and fees referenced under Chapter 17 (excluding capacity and associated fees adopted under separate resolution); and providing an effective date
Exhibits:
Cover Page
Proposed Resolution

Mayor Lux inquired about a timeframe for when the Reverse Osmosis (RO) plant and wellfield expansion would be completed.
Tom Spencer, Utilities Director, stated the requisitions for the design and engineering phase had been submitted, expressing optimism that the project would be completed within 3 to 5 years.

5) CONSENT AGENDA

There was no discussion.

5.a Proof of Loss - Hurricane Ian
Exhibits:
Cover Page
Proof of Loss
Damage Deductible and Payment

5.b Invoice of Persson, Cohen & Mooney, P.A. for legal services rendered through November 4, 2025, in the amount of $924.00
Exhibits:
Cover Page
Invoice #6442 in the amount of $924.00

5.c Demolition Permits Update
Exhibits:
Cover Page
Demo Permits

6) REGULAR AGENDA

6.a Kayak Survey Results
Exhibits:
Cover Page
Kayak Survey Presentation

Mayor Lux expressed concern about duplicate questions and lack of jetski-related questions.

Rick Lehmkuhl, Grants Coordinator, discussed the purpose and scope of the survey and briefly reviewed results, noting the 77 responses provided anecdotal input for staff.
City Manager Reichert stated the survey was only intended to gauge general public interest beyond that received at previous Council meetings.

6.b South Fork Alligator Creek Florida Department of Transportation Grant
Exhibits:
Cover Page
Alligator Creek Presentation

Councilmember Julian expressed concern about the City being responsible for overages.
Lakshmi Gurram, Charlotte County Metropolitan Planning Organization (MPO), briefly summarized the scope of the project's design phase, noting that it would be important for MPO and City staff to ensure accurate cost estimates were available during the bid process. He reiterated the City was not obligated to approve funding for the construction phase of the project.
Mayor Lux spoke in favor of working with the County on the project, questioning why they had declined participation.
Lakshmi Gurram emphasized the City had pursued the project since 2016, noting it was part of the Punta Gorda Pathways and intended to be part of a larger connection that provided alternate biking and walking trails throughout the area.
Councilmember Julian stated he would speak with County Commissioner Tiseo regarding the County's declination.

6.c Code Compliance Case No. 25-88367, 26072 Seminole Lakes Boulevard
Exhibits:
Cover Page

Councilmember Julian inquired about the difference between this case and the one for 751 West Retta Esplanade.
Rachel Barry, Zoning Official, stated the case for 751 West Retta Esplanade had already been before the Code Enforcement Board (Code Board) and had a Compliance Order in place, noting staff could request the Code Board take additional action if the pool was completely unsecured. She noted staff had given property owners leeway following storms but wanted to move forward with measures permitted under the Code to ensure public health and safety.

6.d Interlocal Agreement, Bulk Water Service
Exhibits:
Cover Page
Exhibit A
*CITY COUNTY INTERLOCAL UTILITY AGREEMENT

Mayor Lux stated she had several questions regarding current zoning, process for any zoning protections or changes, and options regarding annexation, noting she would discuss same in more detail during the regular Council meeting on December 3, 2025.

City Manager Reichert responded that a portion of the property was zoned residential, noting same was intended to provide workforce housing for the development itself.

6.e Road Closure Request: Event Permit 25-195855 - Rev. Dr. Martin Luther King Jr. Parade - January 19, 2026
Exhibits:
Cover Page
Application

There was no discussion.

6.f Road Closure Request: Event Permit 25-195951- Sullivan Street Craft Fair - January 17-18, March 7-8, September 19-20, and November 28-29, 2026
Exhibits:
Cover Page
Application

Rachel Barry, Zoning Official, stated this permit was submitted prior to policy change disallowing multiple events on a single event permit application. She stated it was Council's discretion to approve the permit as submitted or approve with conditions, such as requiring a permit application for the remaining dates.
Councilmember Julian questioned the need for Council to approve annual events, suggesting same be discussed on a future Council agenda.

6.g Punta Gorda Housing Authority Request for Waiver of Sanitation Refuse, Recycling, and Yard Waste at Oak Tree Village.
Exhibits:
Cover Page

Councilmember Julian questioned if sanitation services were currently in use.
City Manager Reichert stated they were not, noting there was no mechanism in the City's Code to waive same. She stated there had been service properties in the past that were uninhabited due to storm damage, but refuse services were still in use for storm debris and cleanup.
Councilmember Lockhart received confirmation that Council had not waived such fees in the past.
Kristin Simeone, Finance Director, requested Council consider a timeline in their discussion, noting the uncertainty of how long a fee waiver should be instituted if approved.
Mayor Lux noted that property owners were still required to pay fees following storm damage, opining that waiving same would amount to lost revenue for the City.

6.h Projects and Grants Update
Exhibits:
Cover Page
Project and Grant Updates Dec. 3
DRC Agenda Items October and Nov.

There was no discussion.

6.i Approval to Single Source with Lenco Industries, Inc. of Pittsfield, Ma for the purchase of a Customized Bear Cat G3 Emergency Vehicle, and future parts, maintenance and services.
Exhibits:
Cover Page
Blanket Notice of Intended Decision

Councilmember Julian inquired about the timeframe for delivery.
City Manager Reichert responded that the City would be issuing a revised purchase order indicating the vehicle must be received by the end of the State's fiscal year in order to comply with grant requirements. She noted there was a process for reappropriation should the City not complete the purchase, expressing optimism that same would not be necessary.

7) BOARDS / COMMITTEE

There was no discussion except for Item 7.a.

7.a Announcement of Vacancies: Building Board (1 contractor seat)
Exhibits:
Cover Page
Building Board
Kemeny Application
Kizer Application

Mayor Lux inquired about the vacancy, noting Darrell Gadsden had been appointed at the previous Council meeting.
Deputy City Clerk Falkner stated clarification on same would be provided at the regular Council meeting on December 3, 2025.

7.b Announcement of Vacancies: Punta Gorda Housing Authority (tenant commissioner seat)
Exhibits:
Cover Page

7.c Announcement of Vacancies: Code Enforcement Board (1 alternate)
Exhibits:
Cover Page
Code Enforcement Board

7.d Announcement of Vacancies: Historic Preservation Advisory Board (1 regular)
Exhibits:
Cover Page

7.e Announcement of Vacancies: Firefighters' Pension Board (City resident at-large)
Exhibits:
Cover Page

8) REPORTS FROM CITY OFFICERS

8.a City Clerk

There were no reports.

8.b City Manager

City Manager Reichert requested Council consider adding a holiday for City staff on Friday, December 26, 2025, following Christmas, citing changes to the State and County's holiday schedule.

8.c Interim City Attorney

There were no reports.

9) COUNCIL MEMBER COMMENTS

There were no comments.

ADJOURNMENT

The meeting adjourned at 9:41 a.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL WORKSHOP MEETING MINUTES
DECEMBER 2, 2025, 5:00 P.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Julian, Lockhart, Lux, Polk

MEMBERS ABSENT: Denton

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; Deputy City Clerk Falkner

CALL TO ORDER

Mayor Lux called the workshop meeting to order at 5:00 p.m., followed by the Pledge of Allegiance. She noted Councilmember Denton was absent.

PUBLIC COMMENT

Isaac James, President-Elect Punta Gorda Chamber of Commerce, encouraged Councilmembers and residents to consider the impact of land development regulations on local businesses, speaking in favor of promoting balance and flexibility while pursuing responsible growth.
Kay Abbs, Punta Gorda Isles Civic Association (PGICA) Government Liaison, stated the PGICA was in favor of working with local officials and residents to pursue regulations that the community wanted.

1) WORKSHOP TOPIC

1.a Land Development Regulation Workshop Kick Off

Exhibits:
Cover Page
Punta Gorda Community Workshop Flyer
Workshop Agenda

City Manager Reichert welcomed participants to the workshop, noting that Councilmembers would be participating in a listening capacity with formal discussions scheduled for a later date.
Boyd Lawrence, Planning Director, introduced representatives from the Southwest Florida Regional Planning Council and the Central Florida Regional Planning Council (CFRPC) and noted Urban Design staff present.
Jennifer Coda-Salisbury, CFRPC Executive Director, gave a brief presentation on growth and development history within the City, discussing current demographics related to education level, employment, commuter traffic, and housing availability. She encouraged resident input during the breakout sessions,

noting the importance of same in developing regulations that aligned with community needs. She then reviewed the format and topics for the breakout sessions.

Mayor Lux recessed the workshop meeting at 5:22 p.m. for the breakout sessions.

Mayor Lux reconvened the meeting at 7:00 p.m. for Council to hear summaries from the breakout sessions.

Carlton Hughes presented resident input regarding infrastructure concerns, noting main discussion points were costs related to the RO plant, septic-to-sewer program at Charlotte Park, downtown flooding, and storm recovery. He also spoke about concerns regarding commercial growth opportunities, citing lack of a shared vision.

Frank Conti presented resident input regarding what drew people to Punta Gorda, noting concerns expressed about more businesses coming into the City. He stated there was discussion about issues with development in a designated floodplain, also noting difficulties faced with recent storm recovery. He stated the Harborwalk was a priority for rehabilitation. He spoke briefly about the environmental challenges affecting Charlotte Harbor, noting that cooperation was needed with communities to the north whose actions impacted the City's water quality and environmental systems. He spoke about growth through the Burnt Store Road and Jones Loop corridors, citing resident concerns about infrastructure wear and insufficient impact fees. He opined the Punta Gorda Airport was an underutilized asset, also speaking on the need to draw a more diverse crowd of visitors, including young professionals and families.

Rick Perry stated many residents favored the small town feel and sense of community in the City, highlighting local businesses and access to natural resources. He stated residents were in favor of increasing local business hours to accommodate evening visitors, suggesting more performance venues would complement same. He spoke on growth-related challenges, citing concerns about high residential density and parking availability in the downtown area, available affordable housing, flooding issues, and water/sewer capacity issues.

Bill Comber summarized the challenges discussed, including commercial and mixed-use development downtown, encouraging a younger demographic to live and work in the City, developing the City Marketplace property, and developing a system of regulations that allowed for flexibility and encouraged developers to invest in the City. He cited concerns about increasing the amount of parks and green space, opining the City had enough of same. He also spoke about a need to balance the tax base between residential and commercial development, suggesting the City work with local economic development groups to review data on same. He spoke briefly on a desired aesthetic, favorably citing the City of North Port and Wellen Park development.

Jennifer Coda-Salisbury thanked participants for their input, noting a summary of same would be provided at a later date and another workshop would be scheduled in mid-January 2026.

ADJOURNMENT

The meeting adjourned at 7:33 p.m.

CITY OF PUNTA GORDA, FLORIDA
CITY COUNCIL REGULAR MEETING MINUTES
DECEMBER 3, 2025, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Julian, Lockhart, Lux, Polk

MEMBERS ABSENT: Denton

CITY STAFF PRESENT: Interim City Manager Reichert; Interim City Attorney Leskovich; Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Ron Everts, Public Works Director; Jeff Payne, Human Resources Manager; Boyd Lawrence, Planning Director; Pam Smith, Police Chief; Holden Gibbs, Fire Chief; Anne Heinen, Procurement Manager; Bradford Schuette, Information Technology Manager; Deputy City Clerk Falkner

CALL TO ORDER

Mayor Lux called the meeting to order at 9:00 a.m., noting Councilmember Denton was absent. Carlo Cargiulo provided the invocation, followed by the Pledge of Allegiance.

AGENDA APPROVAL

Mayor Lux requested to add an item regarding additional holiday days to the regular agenda. Consensus of Council was to add same as Item 6.j.

1) PROCLAMATIONS / PRESENTATIONS

1.a 2025 Digital Cities Award

Exhibits:
Cover Page

City Manager Reichert presented the award to Information Technology (IT) staff.
Bradford Schuette, IT Manager, thanked Council for their recognition, then introduced the City's IT staff and thanked them for all their hard work.
Alicia Oates, Business Analyst, presented a brief overview of the City's new website, highlighting the home page layout, changes in the permits page, and the addition of the citizen engagement and veterans' resources pages. She then encouraged residents to share their feedback via the link on the home page.

1.b Punta Gorda Kiwanis Day

Exhibits:
Cover Page
Punta Gorda Kiwanis Day

Mayor Lux presented the Kiwanis Day proclamation to Deb Bailey, Punta Gorda Kiwanis Club President.
Deb Bailey thanked Council for their recognition, speaking on the Kiwanis Club's mission to support youth and on its positive impact on the community.

1.c Marilyn Thorndycraft Day

Exhibits:

Cover Page

Marilyn Thorndycraft Day

Councilmember Lockhart presented the proclamation to Lisa Heid, Marilyn Thorndycraft's daughter.

Lisa Heid thanked Council for their recognition, speaking on her mother's contributions to the community.

1.d Service Award

Exhibits:

Cover Page

City Manager Reichert presented the 25-year service award to Fire Chief Holden Gibbs, highlighting his deep commitment to public safety.

Chief Gibbs thanked Council for the recognition, speaking on the support and contributions of his family and colleagues.

Ron Cohowcz, Building Official, presented the 10-year service award to Mike Robinson, Building Inspector, speaking on his contributions to the City.

2) PUBLIC INPUT

2.a Those wishing to introduce themselves as nominees for a board or committee may do so at this time. Those who choose to speak must state their name for the record.

Charlie Noble displayed a website for preservation of the Calostimucu statue, summarizing the history of the Whispering Giant carvings and encouraging the community to contribute.

Kathy Kemeny introduced herself as a previous candidate for the Building Board, noting that at present she would like to withdraw her application. She spoke in favor of Council reappointing Garrett Kizer.

2.b Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Dawn Goode spoke on Item 3.a., requesting Council consult the Historic Preservation Advisory Board prior to adopting the ordinance.

Randy Thibaut stated he would like to speak during Item 6.d.

Brian Blankenship requested Council consider a waiver on sewer charges for pool refills due to resurfacing. He also spoke on Item 6.b., noting the Peace River Bicycle Club was in support of the bridge's construction.

3) PUBLIC HEARING AGENDA (Quasi-Judicial or Legislative)

3.a LEGISLATIVE - FIRST READING - GA-10-2025 - An ordinance of the City of Punta Gorda, Florida, Amending Punta Gorda Code of Ordinances Chapter 7, Building Regulations, Article V, Floodplain Management Code, Chapter 1,

Administration, Section 103, Duties and Powers of the Floodplain Administrator, Section 103.4, Substantial Improvement and Substantial Damage Determinations, relating to floodplain management; establishing requirements for substantial damage determinations for historic structures or properties; providing requirements for historic structures or properties determined to be substantially damaged; providing for historic preservation considerations; providing for severability, providing for conflicts; and an effective date.

Exhibits:

Cover Page
Proposed Ordinance

Interim City Attorney Leskovich read the ordinance by title.
Ron Cohowcz summarized the ordinance's intent, stating it would provide a substantial damage letter upon request to historic property owners who had obtained a Certificate of Appropriateness in order to be eligible for grant funds to elevate structures and bring them into compliance with current flood requirements. He emphasized the proposed ordinance did not mandate any action or change any processes that were the purview of the Historic Preservation Advisory Board.
Interim City Attorney Leskovich summarized his concerns regarding potential conflict with Senate Bill (SB) 250 and 180, noting the ordinance seemed to comply with the City's Code of Ordinances.
Mayor Lux opened the floor for public comment, calling three times for same.
Councilmember Lockhart **MOVED** to close the public hearing, **SECONDED** by Councilmember Julian.
AYE: Julian, Lockhart, Lux, Polk.
ABSENT: Denton.
MOTION CARRIED.
Councilmember Julian **MOVED** to approve GA-10-2025, **SECONDED** by Councilmember Lockhart.
AYE: Julian, Lockhart, Lux, Polk.
ABSENT: Denton.
MOTION CARRIED.
Councilmember Lockhart thanked Ron Cohowcz for his thorough explanation.

3.b QUASI-JUDICIAL - V-04-2025- A request by Veronica Martin of TDM Consulting, Inc., as the Authorized Agent on behalf of David Fry, Applicant, authorized by 126 E Olympia Ave, LLC, Property Owner, for a variance pursuant to Chapter 26, Section 16.10, Punta Gorda Code, from multiple sections of Chapter 26, Punta Gorda Code, pertaining to design requirements to allow the construction of an outdoor entertainment venue on an approximate 0.50-acre portion of the property located at 126 E Olympia Avenue, Punta Gorda, Florida 33950. The applicant is requesting a variance from Sections 3.9(g)(7), 3.9(g)(9), 3.9(e)(2), 3.9(e)(3), 3.9(e)(4), 7.4(a)(2), 7.4(a)(4), 7.4(d)(8), 7.4(d)(9), and 7.4(d)(11).

Exhibits:

Cover Page
Application
BZA Staff Report
Site Plan
AMENDED AFTER BZA MEETING V-04-2025 CC Staff Report

Interim City Attorney Leskovich swore in hearing participants and read the agenda item by title only.
Rachel Barry, Zoning Official, provided a brief summary of the Olympia Yard project, noting the proposed uses were permitted under the City's Code of Ordinances and reviewing the recommendations from the Historic Preservation Advisory Board (HPAB) and Board of Zoning Appeals (BZA) contained in the staff report.
David Fry, applicant, gave a brief presentation of the proposed project, reviewing design elements. He noted the on-site food trucks would be third-party vendors operating under annual leases. He described the proposed entertainment options and spoke on ways the project would give back to the community, including hosting fundraisers for local organizations. He reviewed the site plan, emphasizing the drop off location and noting there was no on-site parking.
Veronica Martin, TDM Consulting, recalled the positive feedback received at the BZA meeting. She summarized the variances requested this date, noting architectural requirements that were inapplicable to modified shipping containers.
Mayor Lux opened the floor for public comment, calling three times for same.
Councilmember Julian **MOVED** to close the public hearing, **SECONDED** by Councilmember Lockhart.
AYE: Julian, Lockhart, Lux, Polk
ABSENT: Denton
MOTION CARRIED.
Councilmember Polk spoke in favor of the project, expressing enthusiasm for the impact it would have on the downtown area.
Councilmember Julian **MOVED** to approve application V-04-2025 with conditions identified in the staff report, **SECONDED** by Councilmember Polk.
AYE: Julian, Lockhart, Lux, Polk
ABSENT: Denton
MOTION CARRIED.

3.c QUASI-JUDICIAL - V-06-2025- A request by Michael Simone, Property Owner, for a variance from minimum setback requirements pursuant to Chapter 26, Section 16.10, Punta Gorda Code to allow a 6.8-foot side yard setback for a partially constructed addition to the home instead of the minimum 7.5-foot setback as required by Chapter 26, Section 3.4, Punta Gorda Code, at 959 Messina Drive.

Exhibits:
Cover Page
Application
Site Plan
BZA Staff Report
AMENDED AFTER BZA MEETING V-06-2025 CC Staff Report.

Interim City Attorney Leskovich read the agenda item by title only.
Rachel Barry, Zoning Official, reviewed the application for variance on setback requirements. She noted the property was zoned as General Single-family - 3.5 units per acre and reviewed the approval criteria considered by staff, highlighting that the property owner had obtained proper permits, building plans, and a survey from licensed professionals.

Michael Simone, applicant, summarized the history of the project and emphasized all phases of the structure addition had been inspected. He noted construction had been stopped for approximately 5 weeks.
Discussion ensued regarding the variance's impact on the neighboring property owner.
Mayor Lux opened the floor for public comment, calling 3 times for same.
Councilmember Lockhart **MOVED** to close the public hearing, **SECONDED** by Councilmember Julian.
AYE: Julian, Lockhart, Lux, Polk
ABSENT: Denton
MOTION CARRIED.
Councilmember Lockhart **MOVED** to approve application V-06-2025 with staff conditions, **SECONDED** by Councilmember Polk.
AYE: Julian, Lockhart, Lux, Polk
ABSENT: Denton
MOTION CARRIED.

4) ORDINANCES / RESOLUTIONS (No Public Hearing Required)

4.a LEGISLATIVE - SECOND READING - GA-09-2025 - An Ordinance of the City of Punta Gorda, Florida, repealing Chapter 17, "Utilities," of the Code of Ordinances in its entirety and adopting a new Chapter 17, "Utilities"; providing for the regulation, operation, and administration of the City's water, wastewater, and reclaimed water systems; providing for the conflicts and severability; and providing an effective date.
Exhibits:
Cover Page
Proposed Ordinance
Exhibit A - Chapter 17 Utilities.pdf

Interim City Attorney Leskovich read the ordinance by title only.
Councilmember Lockhart **MOVED** to approve GA-09-2025, **SECONDED** by Councilmember Polk.
AYE: Julian, Lockhart, Lux, Polk
ABSENT: Denton
MOTION CARRIED.

4.b A Resolution of the City Council of the City of Punta Gorda, Florida for fees to be adopted by resolution for water and wastewater capacity (connections) and associated fees under Chapter 17; and providing an effective date.
Exhibits:
Cover Page
Proposed Resolution
Demonstrated Needs Study Results
Workshop Presentation
Interim City Attorney Leskovich read the resolution by title only.
Kristin Simeone, Finance Director, stated the resolution was related to the recently approved ordinance that adopted utilities service rate increases.
Councilmember Polk **MOVED** to approve Item 4.b., **SECONDED** by Councilmember Lockhart.
AYE: Julian, Lockhart, Lux, Polk

ABSENT: Denton
MOTION CARRIED.

4.c A Resolution of the City Council of the City of Punta Gorda, Florida for rates and fees to be adopted by resolution for all water and wastewater rates and fees referenced under Chapter 17 (excluding capacity and associated fees adopted under separate resolution); and providing an effective date.
Exhibits:
Cover Page
Proposed Resolution
Interim City Attorney Leskovich read the resolution by title only.
Kristin Simeone, Finance Director, stated this resolution addressed remaining fees in the the recently approved utilities service rate increase ordinance.
Councilmember Julian inquired whether the resident comment regarding sewer rates should be addressed at this time.
Consensus of Council was to discuss same during Councilmember comments.
Councilmember Lockhart **MOVED** to approve Item 4.c., **SECONDED** by Councilmember Polk.
AYE: Julian, Lockhart, Lux, Polk
ABSENT: Denton
MOTION CARRIED.

5) CONSENT AGENDA

Councilmember Lockhart **MOVED** to approve the consent agenda, **SECONDED** by Councilmember Polk.
AYE: Julian, Lockhart, Lux, Polk
ABSENT: Denton
MOTION CARRIED.

NOTE: City Council recessed for a short break at 10:37 a.m.

5.a Proof of Loss - Hurricane Ian
Exhibits:
Cover Page
Proof of Loss
Damage Deductible and Payment

5.b Invoice of Persson, Cohen & Mooney, P.A. for legal services rendered through November 4, 2025, in the amount of $924.00
Exhibits:
Cover Page
Invoice #6442 in the amount of $924.00

5.c Demolition Permits Update
Exhibits:
Cover Page
Demo Permits

6) REGULAR AGENDA

6.a Kayak Survey Results

Exhibits:

Cover Page

Kayak Survey Presentation

Rick Lehmkuhl, Grants Coordinator, provided a brief summary of the survey and its results, noting same were anecdotal due to the low response rate. He stated there was significant interest in kayak kiosks at a City park, with the beach area at Ponce de Leon Park being the most favored location. He noted there was interest in regular rental availability and that respondents were largely interested in a public-private partnership with the City to provide same. He also reviewed freeform comments submitted and requested Council direction on next steps.

Councilmember Lockhart expressed preference to pursue a marketing campaign to increase engagement on this topic for additional feedback prior to acting, opining that water recreation rentals were a low priority for Urban Design given other needs of the City.

Mayor Lux concurred, receiving confirmation from City Manager Reichert that Laishley Marina had existing kayak rentals.

Councilmembers Julian and **Polk** concurred with Councilmember Lockhart, acknowledging the public interest and confirming the kayak rental concept was favorable for the City.

City Manager Reichert confirmed that consensus of Council was to table the project for now, noting the higher priority of other departmental projects.

6.b South Fork Alligator Creek Florida Department of Transportation Grant

Exhibits:

Cover Page

Alligator Creek Presentation

Rick Lehmkuhl introduced Lakshmi Gurram, MPO, and provided a brief summary of the project, stating the proposal was to construct a bridge to connect the Multi-use Recreational Trail (MURT), noting the project was part of the Punta Gorda Pathways.

Lakshmi Gurram reviewed the funding for the project, noting the project complied with the Transportation Element of the City's Comprehensive Plan. He displayed photos of the current MURT trail, noting there was a public safety issue with having MURT users travel on a busy, multi-lane portion of US 41 to reach the other part of the trail.

Councilmember Julian stated he had spoken with Commissioner Tiseo and reviewed the County Commission meeting, noting their concern was regarding the increased cost of the north bridge at Alligator Creek. He stated there was uncertainty regarding the maintenance costs and cost overruns for the design/engineering phase.

Lakshmi Gurram responded the way to minimize risk of overruns was to develop realistic cost estimates during the bid process.

Discussion ensued regarding the project's costs and available grant funds as well as the burden on City staff and potential alternatives to the project.

City Manager Reichert received confirmation from Lakshmi Gurram that the local agency program agreement needed to be signed by June 2026 to secure the grant funds, expressing concern the timeframe was too brief to contract with a design consultant by that deadline.

Consensus of Council was to table the agreement until they received clarification on exact requirements to obtain the grant funds.

6.c Code Compliance Case No. 25-88367, 26072 Seminole Lakes Boulevard

Exhibits:

Cover Page

Rachel Barry, Zoning Official, explained the the subject property had multiple violations, of which the most concerning for life, health, and safety was a missing pool enclosure. She indicated On October 21, 2025, the Code Enforcement Board ordered the property owner to bring the property into compliance within 15 days of receipt of the order and also asked staff to request City Council's authorization to install a temporary fence if the pool was not secured within that timeframe. She stated the pool still was not secured.

Councilmember Lockhart **MOVED** authorization for staff to install a temporary fence around the pool structure, **SECONDED** by Councilmember Polk.

AYE: Julian, Lockhart, Lux, Polk.

ABSENT: Denton.

MOTION CARRIED.

6.d Interlocal Agreement, Bulk Water Service

Exhibits:

Cover Page

Exhibit A

*CITY COUNTY INTERLOCAL UTILITY AGREEMENT

Tom Spencer explained the interlocal agreement would allow provision of up to 500,000 gallons of potable water per day from Charlotte County to the City of Punta Gorda for a period of up to 6 years or until the City's water facility upgrade was complete.

Councilmember Polk received clarification from Tom Spencer of infrastructure proposed by a developer. She noted the area was outside of the City's utilities service area, questioning whether the City would be required to provide service to surrounding properties in that area.

Tom Spencer replied the service area would be expanded, indicating developers would be responsible for costs related to expanding lines. He noted water would be provided on a first-come, first-served basis.

Councilmember Polk received confirmation from Tom Spencer that the City would be purchasing the water at a bulk price.

Discussion ensued regarding the provision of the 500,000 gallons to the City and the rezoning process for properties in the expanded service area.

Randy Thibaut spoke on the economic significance of development that the interlocal agreement would facilitate.

Councilmember Polk inquired about the density for the acreage dedicated to residential and workforce housing.

Randy Thibaut replied the County required development of multifamily, workforce housing in the project area, summarizing the objectives discussed with the County.

Derek Rooney, applicant's agent, spoke on the favorable aspects of the agreement and concurred with Councilmembers' suggestion to clarify with the County about zoning changes.

Councilmember Julian **MOVED** approval of the interlocal agreement, **SECONDED** by Councilmember Lockhart.
AYE: Julian, Lockhart, Lux, Polk.
ABSENT: Denton.
MOTION CARRIED.

6.e Road Closure Request: Event Permit 25-195855 - Rev. Dr. Martin Luther King Jr. Parade - January 19, 2026

Exhibits:
Cover Page
Application

Rachel Barry reviewed the request.
Councilmember Polk **MOVED** approval of the event permit and request for road closures, **SECONDED** by Councilmember Julian.
AYE: Julian, Lockhart, Lux, Polk.
ABSENT: Denton.
MOTION CARRIED.

6.f Road Closure Request: Event Permit 25-195951- Sullivan Street Craft Fair - January 17-18, March 7-8, September 19-20, and November 28-29, 2026

Exhibits:
Cover Page
Application

Rachel Barry reviewed the request, noting separate applications were being requested for each event.
Councilmember Lockhart inquired about access complaints.
Rachel Barry noted that staff could be scheduled to ensure access was maintained during events.
Councilmember Polk **MOVED** approval of the event permit and road closures for the January 2026 dates, **SECONDED** by Councilmember Julian.
AYE: Julian, Lockhart, Lux, Polk.
ABSENT: Denton.
MOTION CARRIED.

6.g Punta Gorda Housing Authority Request for Waiver of Sanitation Refuse, Recycling, and Yard Waste at Oak Tree Village.

Exhibits:
Cover Page

Kristin Simeone, Finance Director, summarized the request to waive refuse, recycling, and yard waste fees for uninhabitable properties.
Councilmember Lockhart suggested reducing the fees to a single-family rate.
Kristin Simeone stated the reduction for refuse would be $481 per month, noting staff would have to review the recycling fees. She stated the reduction for yard waste would be $121.80 per month.
Councilmember Julian noted a timeline for the proposed waiver was needed.
Councilmember Polk inquired whether the water meters would be removed.
Kurt Pentelecuc, Punta Gorda housing Authority Executive Director, stated there was a single meter that serviced 30 units.

Councilmember Polk inquired about whether the existing meter could service the proposed higher density.
Tom Spencer replied staff would need to review the proposed plans.
Mayor Lux spoke in favor of maintaining the current fees.
Councilmember Julian concurred with Councilmember Lockhart's suggestion.
Kurt Pentelecuc noted there was no income from that property, stating that historically, the majority of the revenue was from residents.
City Manager Reichert recalled similar concerns raised during Hurricane Charley, noting Council had previously decided against adjusting fees.
Councilmember Lockhart **MOVED** to reduce the fees by charging them at the single-family rate, **SECONDED** by Councilmember Julian.
AYE: Julian, Lockhart.
NAY: Polk, Lux.
ABSENT: Denton.
MOTION FAILED.

6.h Projects and Grants Update

Exhibits:

Cover Page
Project and Grant Updates Dec. 3
DRC Agenda Items October and Nov.

City Manager Reichert reviewed updates on grants and various City projects.

6.i Approval to Single Source with Lenco Industries, Inc. of Pittsfield, Ma for the purchase of a Customized Bear Cat G3 Emergency Vehicle, and future parts, maintenance, and services.

Exhibits:

Cover Page
Blanket Notice of Intended Decision

Anne Heinen, Procurement, reviewed the solicitation stating it included parts, maintenance, and services with an initial warranty of 5 years.
Councilmember Polk **MOVED** approval of the agreement, **SECONDED** by Councilmember.
AYE: Julian, Lockhart, Lux, Polk.
ABSENT: Denton.
MOTION CARRIED.
City Manager Reichert inquired as to the Fat Truck acquisition.
Holden Gibbs, Fire Chief, indicated same should be procured prior to the next hurricane season.
Kristin Simeone questioned whether City Council would authorize City Manager Reichert to purchase the Fat Truck if same was ready during City Council's winter break.
Consensus of City Council was to do so.

6.j Staff Holiday Pay

City Manager Reichert indicated the State of Florida had opted to grant employees 3 days' vacation for Thanksgiving, Christmas, and New Years. She

requested City Council grant employees an additional day off on December 26, 2025.
Councilmember Julian spoke in favor of granting an additional day for New Years as well.
Councilmember Lockhart expressed approval for same.
Councilmember Julian **MOVED** approval of granting an additional day off for Christmas and New Years, **SECONDED** by Councilmember Lockhart.
AYE: Julian, Lockhart, Lux, Polk.
ABSENT: Denton.
MOTION CARRIED.
Interim City Attorney Leskovich clarified the added days off were December 26, 2025, and January 2, 2026.

7) BOARDS / COMMITTEE

7.a Announcement of Vacancies: Building Board (1 contractor seat)

Exhibits:
Cover Page
Building Board
Kemeny Application
Kizer Application

Deputy City Clerk Falkner announced the vacancy.

7.b Announcement of Vacancies: Punta Gorda Housing Authority (tenant commissioner seat)

Exhibits:
Cover Page

Deputy City Clerk Falkner announced the vacancy.

7.c Announcement of Vacancies: Code Enforcement Board (1 alternate)

Exhibits:
Cover Page
Code Enforcement Board

Deputy City Clerk Falkner announced the vacancy.

7.d Announcement of Vacancies: Historic Preservation Advisory Board (1 regular)

Exhibits:
Cover Page

Deputy City Clerk Falkner announced the vacancy.

7.e Announcement of Vacancies: Firefighters' Pension Board (City resident at-large)

Exhibits:
Cover Page

Deputy City Clerk Falkner announced the vacancy.

7.f Announcement of Vacancies: Burnt Store Isles Canal Advisory Committee

Deputy City Clerk Falkner explained William Drummond declined his appointment, announcing the vacancy he would have filled.

8) REPORTS FROM CITY OFFICERS

8.a City Clerk

Deputy City Clerk Falkner requested businesses that had not renewed their business tax receipt do so prior to the end of the month, adding businesses that had closed should report same to the City Clerk's Office. She noted non-renewed businesses would soon be reported to the Code Compliance Division. She then announced the City Clerk's Office would be participating in the Suncoast Remake Learning Days, encouraging businesses interested in collaborating with the City to reach out to the City Clerk's Office.

8.b City Manager

City Manager Reichert questioned whether City Council was interested in installing additional speed limit signs in certain areas.
Consensus of City Council was to consider same.
City Manager Reichert asked whether City Council would consider using space at Herald Court Centre for the Fire Department operations.
Holden Gibbs, Fire Chief, explained the Fire Department needed more space at Fire Station 1, suggesting the administrative staff be relocated to the Herald Court Centre in order to open up space for on-duty firefighters.
Consensus of City Council was to do so.
City Manager Reichert questioned whether City Council would move the second January meeting to January 29, 2026, in order to accommodate attendance of the Florida League of Cities' Legislative Action Days.
Consensus of City Council was to do so.

8.c Interim City Attorney

Interim City Attorney Leskovich indicated the RJ Gorman case was still proceeding. He then noted a resident was suing the City for not removing yard debris more quickly after recent hurricanes.

9) COUNCIL MEMBER COMMENTS

Councilmember Lockhart requested presentations be held to the 20-minute time limit per the City's Rules of Procedure. She recalled the residential sports court issue that had previously been before Council, requesting a future agenda item regarding same.
Consensus of Council was to add same to a future agenda.
Councilmember Lockhart then discussed concerns about a seated board member. She noted the City Clerk's Office did not vet applications.
Deputy City Clerk Falkner explained certain boards allowed for certain members to not be City residents, such as the Building Board's contractor seats. She explained the City Clerk's Office only verified that applicants met the eligibility requirements and performed no further vetting; however, same could be done if City Council provided clarification of what vetting was desired.

Councilmember Lockhart announced the Animal Welfare League (AWL) partnered with the Punta Gorda Police and Fire Departments to create calendars to benefit the AWL.
Councilmember Julian requested inclusion of a future agenda item for pool maintenance.
Consensus of Council was to do so.
Councilmember Julian then requested that Mayor Lux apologize for not enforcing the rules of procedure, recalling the public comment allowed at the November 19, 2025, meeting.
Councilmember Polk thanked Punta Gorda Police Department for the arrests recently made, expressing concern about illegal activity in her district.
Mayor Lux apologized to Councilmember Julian. She then wished everyone happy holidays.

10) PUBLIC INPUT

10.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

Tim Ritchie spoke on best management practices that he would like to see implemented to address debris buildup in the stormwater outfalls. He requested Councilmembers draft letters regarding Mosaic constructing industrial wastewater infrastructure at each of their facilities.
Gary Skillicorn spoke on the MURT trail.
Derek Rooney spoke on working with the County on interlocal agreements, suggesting requests for meetings should be highly specific in proposed topics.
Tom Spencer noted that watering restrictions were back in effect due to drought condition parameters set forth in Chapter 17, encouraging residents to check their irrigation timers and discussed best practices for lawn watering.

ADJOURNMENT

The meeting adjourned at 12:42 p.m.

CITY OF PUNTA GORDA, FLORIDA
JOINT CITY COUNCIL – UTILITY ADVISORY BOARD
EMERGENCY MEETING MINUTES
DECEMBER 9, 2025, 3:00 P.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

COUNCILMEMBERS PRESENT: Denton, Julian, Lockhart, Lux, Polk

BOARD MEMBERS PRESENT: David Abderhalden, Dave Hooper, George Ruchti, Gary Skillicorn

BOARD MEMBERS ABSENT: Derek Rooney

CITY STAFF PRESENT: Kristin Simeone, Finance Director; Tom Spencer, Utilities Director; Interim City Attorney Leskovich; City Manager Reichert; Deputy City Clerk Falkner

CALL TO ORDER

Mayor Lux called the meeting to order at 3:00 p.m., followed by the Pledge of Allegiance.

AGENDA APPROVAL

Consensus was to approve the agenda.

1) PUBLIC INPUT

1.a Anyone wishing to address the Council on any matter must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

The following residents spoke against the proposed Punta Gorda Utility District Bill: Debbie Coudret, Nancy Ponich, Don Hearlston, John Fleming, Chuck Lewis, Kathleen Davis, Kay Abbs, Carol McDonald, Rick Perry.

2) REGULAR AGENDA

2.a Proposed Punta Gorda Utility District Bill and Water Supply Coordination

Exhibits:
Cover Page
Council Brief
Proposed Punta Gorda Utility District Bill and Water Supply Coordination

Tom Spencer, Utilities Director, provided a presentation on the proposed Punta Gorda Utility Bill and Water Supply Coordination, noting staff had become aware of same on December 5, 2025, through an article in the newspaper. He reported that Charlotte County (County) staff were also unaware of the proposed legislation and had indicated the County was not equipped to provide utilities services as detailed in the bill. He requested direction from Council and the Utilities Advisory Board (Board) regarding a formal response.

Discussion ensued regarding potential catalysts for the proposed bill and ways to address same.
Councilmember Julian stated he had spoken with Representative Vanessa Oliver following the newspaper article, reporting that she alleged the Charlotte County Airport Authority (CCAA) and developers in the vicinity of same had expressed frustration with delays in obtaining City utility services.
Councilmember Lockhart stated she had also spoken with Representative Oliver, who had alleged that developers may be dissatisfied with City utilities. She noted that Representative Oliver had been unable to provide specific examples of same when questioned.
TJ Thornberry, CCAA Board member, stated no formal request had been made by the CCAA regarding the proposed legislation, noting he was unaware of the frustration alleged by Representative Oliver.
Interim City Attorney Leskovich stated he was also a member of the CCAA Board and concurred with Mr. Thornberry's remarks.
Consensus of Council was to request Interim City Attorney Leskovich draft a letter to County Commissioners and State legislators expressing the City's opposition to the bill.
Consensus of the Board was to support Council's request.
Sherry Harlander, resident, suggested residents send similar letters, expressing urgency for the timing of same.
John Sprague, resident, concurred.
Holden Gibbs, Fire Chief, requested consensus from Council to enact a burn ban, following similar actions taken by the County.
Consensus of Council was to do so.
Don Hearlston opined the City should reallocate a portion of the Assistant City Manager salary to a team of Florida Gulf Coast University (FGCU) student interns.
City Manager Reichert stated the Assistant City Manager position had been filled, noting the City already utilized FGCU student interns and would seek additional opportunities to do so.

3) REPORTS FROM CITY OFFICERS

There were none.

3.a City Manager

3.b Interim City Attorney

3.c City Clerk

4) COUNCIL MEMBER COMMENTS

There were none.

ADJOURNMENT

The meeting adjourned at 4:23 p.m.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

CONSENT AGENDA

Title: Proofs of Loss - Hurricanes Helene and Milton

Funds:

Recommended Action: For Council approval and signature.

Summary: Updated Proof of Loss for Hurricane Helene flood damages to Herald Court, located at 117 Herald Court, reflects a total insured damage (ACV) of $277,784.28. After applying the $10,000 deductible, the net claim is $267,784.28, of which $193,016.52 has already been paid to the City. A supplemental payment of $84,767.76 will be issued to the City once the Proof of Loss is approved, signed, and returned. This proof of loss and payment will replace that of which was approved on October 22, 2025. Included in this updated proof of loss is an increase in payment to the City in the amount of $59,002.19.

Updated Proof of Loss for Hurricane Milton flood damages to Herald Court, located at 117 Herald Court, reflects a total insured damage (ACV) of $174,496.61. After applying the $10,000 deductible, the net claim is $164,496.61, of which $78,848.54 has already been paid to the City. A supplemental payment of $95,648.07 will be issued to the City once the Proof of Loss is approved, signed, and returned. This proof of loss and payment will replace that of which was approved on October 22, 2025. Included in this updated proof of loss is a decrease in payment to the City in the amount of - $10,684.62.

Department/Division: City Manager

EXHIBITS:

1. Proof of Loss - Hurricane Helene - 117 Herald Court
2. Proof of Loss - Hurricane Milton - 117 Herald Court
3. Payment Breakdown

Submission: Initial Proof of Loss

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

PROOF OF LOSS

BUILDING AND CONTENTS

Adjuster-Prepared

Policyholders use this form to provide a Proof of Loss to their insurer, which is the policyholder's statement of the amount of money being requested, signed and sworn to by the policyholder, with documentation to support the amount requested, as required by the Standard Flood Insurance Policy (SFIP) in section VII.J.4. This form can be used when the adjuster prepares the Proof of Loss as a courtesy to the policyholder, who then reviews and verifies the accuracy of the information and amounts. By signing this Proof of Loss, the policyholder agrees with and validates the amounts prepared by the adjuster.

POLICYHOLDER: City of Punta Gorda
PROPERTY ADDRESS: 117 Herald Ct
CITY: Punta Gorda STATE: FL ZIP: 33950-4461
MAILING ADDRESS: 326 W Marion Ave Permanent mailing
CITY: Punta Gorda STATE: FL ZIP: 33950-4417
EMAIL(S): cbuckles@cityofpuntagordafl.com

POLICY NO.: 09115056973913
CLAIM/FILE NO.: 240020678
DATE OF LOSS: 9/26/2024
TIME OF LOSS: 12:00 AM
EDN NO.: FL0124
PHONE NO.: (941) 575-3304

How flood loss happened: Overflow of inland or tidal waters

Title and Occupancy:
Building type: Non-residential building (business) Ownership/use: Tenant-occupied
Contents type/ownership/use: Non-residential contents are owned solely by me (policyholder shown on Declaration Page)

Interest:
Mortgagee(s): None None: ☐
Others with interest in or liens, charges or claims against property: None: ☑
Other insurance that may insure this loss: Type: Commercial property

SFIP policy type: General Property Form No. of insured buildings/units: 2 Contents coverage: Yes Tenant improvements: No

Statement of Loss	Coverage A - Building Property	Coverage B - Personal Property	
Coverage limit(s):	**$500,000.00**	**$300,000.00**	
Coverage deductible(s):	**$10,000.00**	**$10,000.00**	
	Building	Contents	Improvements
Property pre-loss value (RCV)	$2,731,725.16	$278,901.61	$0.00
Property pre-loss value (ACV)	$1,777,903.89	$239,561.03	$0.00
Insured damage RCV loss	$299,275.79	$0.00	$0.00
Less depreciation (non-recoverable)	($11,491.51)	$0.00	$0.00
Insured damage ACV loss	$287,784.28	$0.00	$0.00
Add eligible Coverage C loss: Not applicable	$0.00	$0.00	
Insured ACV loss subtotal	$287,784.28	$0.00	$0.00
Less salvage/buyback	$0.00	$0.00	$0.00
Net insured ACV loss	$287,784.28	$0.00	$0.00
Less deductible	($10,000.00)	$0.00	$0.00
Amount over net insured loss limit (excess loss)	$0.00	$0.00	$0.00
ACV claim	$277,784.28	$0.00	$0.00
Claim subtotal	$277,784.28	$0.00	$0.00
Net claim	**$277,784.28**	**$0.00**	

I have received and reviewed the adjuster-prepared estimate and am requesting payment for the amount(s) of my claim determined above.

I understand that I must submit a Proof of Loss within 60 days of the date of the loss or within any extension of that deadline made in writing by FEMA's Federal Insurance Administrator. The flood event identified above damaged or destroyed the property claimed on this Proof of Loss. I understand that my SFIP is issued pursuant to federal law, the National Flood Insurance Act of 1968, as amended, and applicable federal regulations in Title 44 of the Code of Federal Regulations, Chapter 1, Subchapter B.

I understand that I may still request additional payment for other flood damages if I believe that not all damages were addressed in this estimate. In the event a third party is responsible for the damage, I hereby authorize my insurer to bring suit in my name against any third party who may be responsible for the damages. I have not knowingly and willfully falsified or concealed a material fact, made a false or fraudulent representation or presented any false document in connection with this claim, and acknowledge that any such action is subject to prosecution under federal law. I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

POLICYHOLDER SIGNATURE: _____ DATE SIGNED: _____

OWNER NAME: City of Punta Gorda OWNER TITLE: _____

Submission: Initial Proof of Loss

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

PROOF OF LOSS

BUILDING AND CONTENTS

Adjuster-Prepared

Policyholders use this form to provide a Proof of Loss to their insurer, which is the policyholder's statement of the amount of money being requested, signed and sworn to by the policyholder, with documentation to support the amount requested, as required by the Standard Flood Insurance Policy (SFIP) in section VII.J.4. This form can be used when the adjuster prepares the Proof of Loss as a courtesy to the policyholder, who then reviews and verifies the accuracy of the information and amounts. By signing this Proof of Loss, the policyholder agrees with and validates the amounts prepared by the adjuster.

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PROPERTY ADDRESS: 117 Herald Ct
CITY: Punta Gorda STATE: FL ZIP: 33950-4461
MAILING ADDRESS: 326 W Marion Ave Permanent mailing
CITY: Punta Gorda STATE: FL ZIP: 33950-4417
EMAIL(S): cbuckles@cityofpuntagordafl.com

POLICY NO.: 09115056973914
CLAIM/FILE NO.: 240024945
DATE OF LOSS: 10/9/2024
TIME OF LOSS: 5:00 PM
EDN NO.: FL0224
PHONE NO.: (941) 575-3304

How flood loss happened: Overflow of inland or tidal waters

Title and Occupancy:
Building type: Non-residential building (business) Ownership/use: Tenant-occupied
Contents type/ownership/use: Non-residential contents are owned solely by me (policyholder shown on Declaration Page)

Interest:
Mortgagee(s): None None: ☐
Others with interest in or liens, charges or claims against property: None: ☑
Other insurance that may insure this loss: Type: Commercial property

SFIP policy type: General Property Form | No. of insured buildings/units: 2 | Contents coverage: Yes | Tenant improvements: No

Statement of Loss	Coverage A - Building Property	Coverage B - Personal Property	
Coverage limit(s):	**$500,000.00**	**$300,000.00**	
Coverage deductible(s):	**$10,000.00**	**$10,000.00**	
	Building	Contents	Improvements
Property pre-loss value (RCV)	$2,731,725.16	$278,901.61	$0.00
Property pre-loss value (ACV)	$1,777,903.89	$239,561.03	$0.00
Insured damage RCV loss	$184,496.61	$0.00	$0.00
Less depreciation (non-recoverable)	$0.00	$0.00	$0.00
Insured damage ACV loss	$184,496.61	$0.00	$0.00
Add eligible Coverage C loss: Not applicable	$0.00	$0.00	
Insured ACV loss subtotal	$184,496.61	$0.00	$0.00
Less salvage/buyback	$0.00	$0.00	$0.00
Net insured ACV loss	$184,496.61	$0.00	$0.00
Less deductible	($10,000.00)	$0.00	$0.00
Amount over net insured loss limit (excess loss)	$0.00	$0.00	$0.00
ACV claim	$174,496.61	$0.00	$0.00
Claim subtotal	$174,496.61	$0.00	$0.00
Net claim	**$174,496.61**	**$0.00**	

I have received and reviewed the adjuster-prepared estimate and am requesting payment for the amount(s) of my claim determined above.

I understand that I must submit a Proof of Loss within 60 days of the date of the loss or within any extension of that deadline made in writing by FEMA's Federal Insurance Administrator. The flood event identified above damaged or destroyed the property claimed on this Proof of Loss. I understand that my SFIP is issued pursuant to federal law, the National Flood Insurance Act of 1968, as amended, and applicable federal regulations in Title 44 of the Code of Federal Regulations, Chapter 1, Subchapter B.

I understand that I may still request additional payment for other flood damages if I believe that not all damages were addressed in this estimate. In the event a third party is responsible for the damage, I hereby authorize my insurer to bring suit in my name against any third party who may be responsible for the damages. I have not knowingly and willfully falsified or concealed a material fact, made a false or fraudulent representation or presented any false document in connection with this claim, and acknowledge that any such action is subject to prosecution under federal law. I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

POLICYHOLDER SIGNATURE: _____ DATE SIGNED: _____

OWNER NAME: City of Punta Gorda OWNER TITLE: _____

Flood Insurance payments to date and supplemental payments upon approval

Storm	*Claim #*	*Property*	*Amount received to date*	*Supplemental Payment Proof of Loss (presented 10/22/2025)*	*Supplemental Payment Proof of Loss (presented 1/14/2026)*	*Oustanding Payments to be paid upon Proof of Loss approval*
Helene	240020652	326 Marion Ave	$11,270.64	$0.00	$0.00	$0.00
Helene	240020661	126 Harvey St	$7,291.44	$7,291.44	$0.00	$0.00
Helene	240020666	100 E Retta Esplanade	$0.00	$0.00	$0.00	$0.00
Helene	240020670	650 Mary St	$52,833.08	$5,580.16	$0.00	$0.00
Helene	240020672	1623 Aqui Esta Dr	$2,942.82	$1,009.62	$0.00	$0.00
Helene	240020677	311 W Retta Esplanade	$1,622.04	$0.00	$0.00	$0.00
Helene	240020678	117 Herald Ct	$193,016.52	~~$25,765.57~~	$84,767.76	$84,767.76
Milton	240024934	326 W. Marion	$174,838.33	$0.00	$0.00	$0.00
Milton	240024940	126 Harvey St	$19,654.13	$19,654.13	$0.00	$0.00
Milton	240024943	311 W Retta Esplanade	$0.00	$0.00	$0.00	$0.00
Milton	240024945	117 Herald Ct	$78,848.54	~~$106,332.69~~	$95,648.07	$95,648.07
Milton	240024950	650 Mary St	$25,148.82	$6,024.42	$0.00	$0.00
		Totals:	*$567,466.36*	*$39,559.77*	*$180,415.83*	*$180,415.83*

Total payments to date upon receipt *$747,882.19*

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title:	Trailer Rental Business and Double-Axle Trailer Parking Discussion
Funds:	
Recommended Action:	For City Council discussion and to provide staff with any direction that may be necessary.
Summary:	The topics of establishing a trailer rental business and the parking of double-axle trailers were recently brought before City Council during public comments; this agenda item is to further that discussion.
Department/Division:	Urban Design

EXHIBITS:

1. Trailer Rental Business and Double-Axle Trailer Parking Discussion

Trailer Rental, Parking, and Storage



Punta Gorda

Urban Design Department
January 14, 2026

Prohibited Parking, Storage and Rentals

Ch. 26, Sec. 8.10 - Prohibits any person, company or corporation from parking trucks[1], recreational vehicles, or trailers which have **multiple axles** (or two rear wheels per side) overnight on public or private property, **in other than Special Purpose Zoning Districts** for which a valid Local Business Tax Receipt[2] has been issued for vehicle storage.

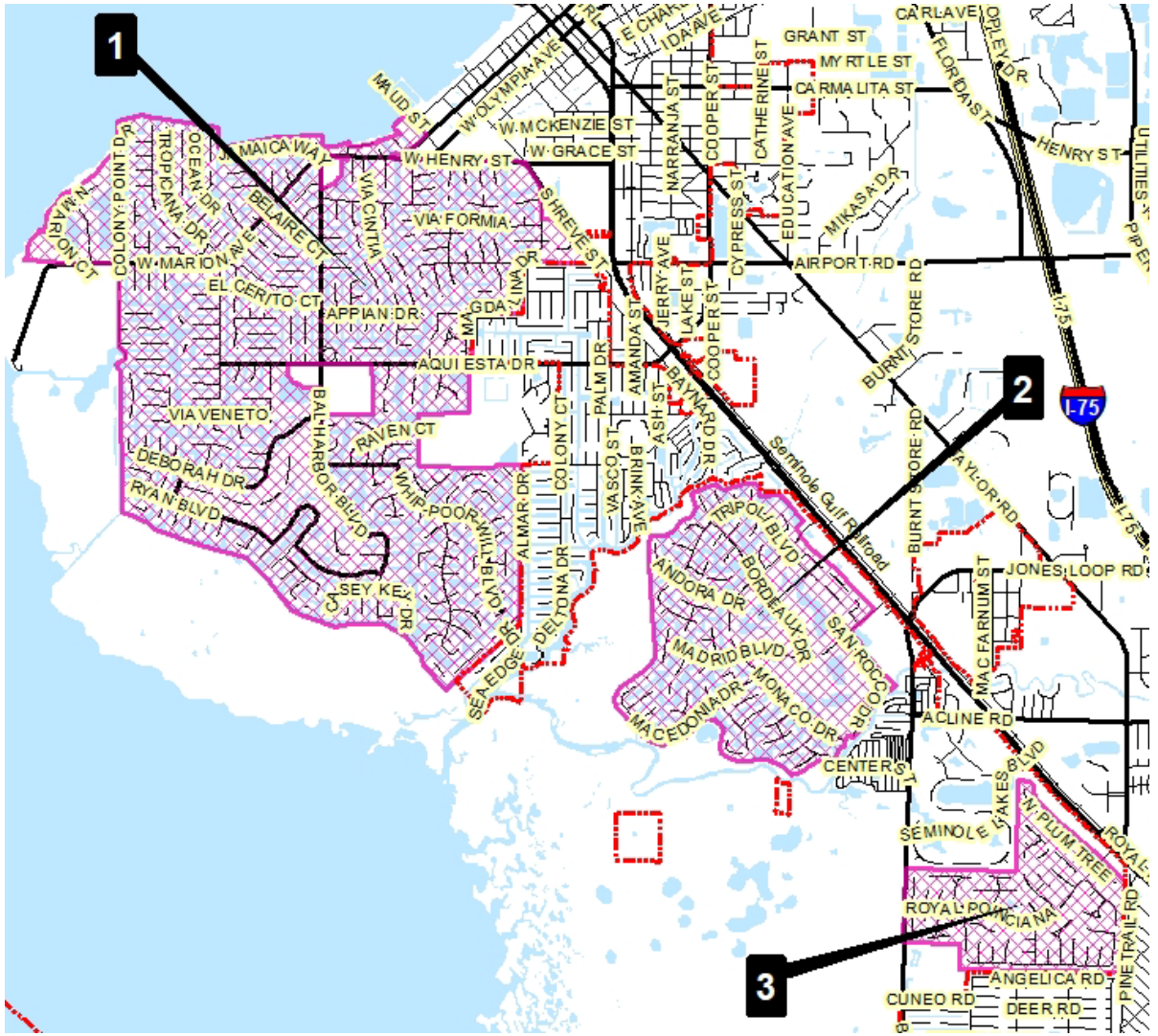
[1]This Section shall not apply to pickup trucks of **one ton or less** with or without two rear wheels on each side. (Example of a 1-ton truck -- F350 Super Duty)

[2]Valid LBTR meaning LBTR issued to a person or entity for a use **permitted** in the district in which the subject property is located.

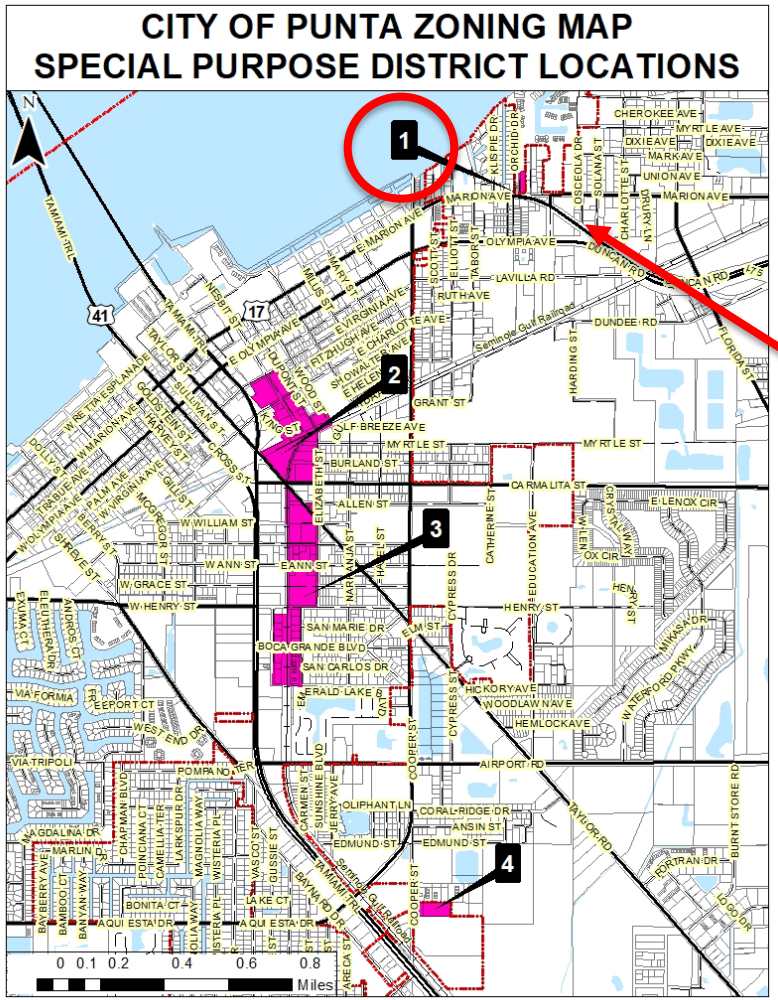
Punta Gorda

Prohibited Parking, Storage and Rentals

Ch. 26, Sec. 3.13 – Special Residential Overlay also contains language prohibiting commercial vehicles and trailers, and outlines regulations pertaining to watercraft and recreational vehicles



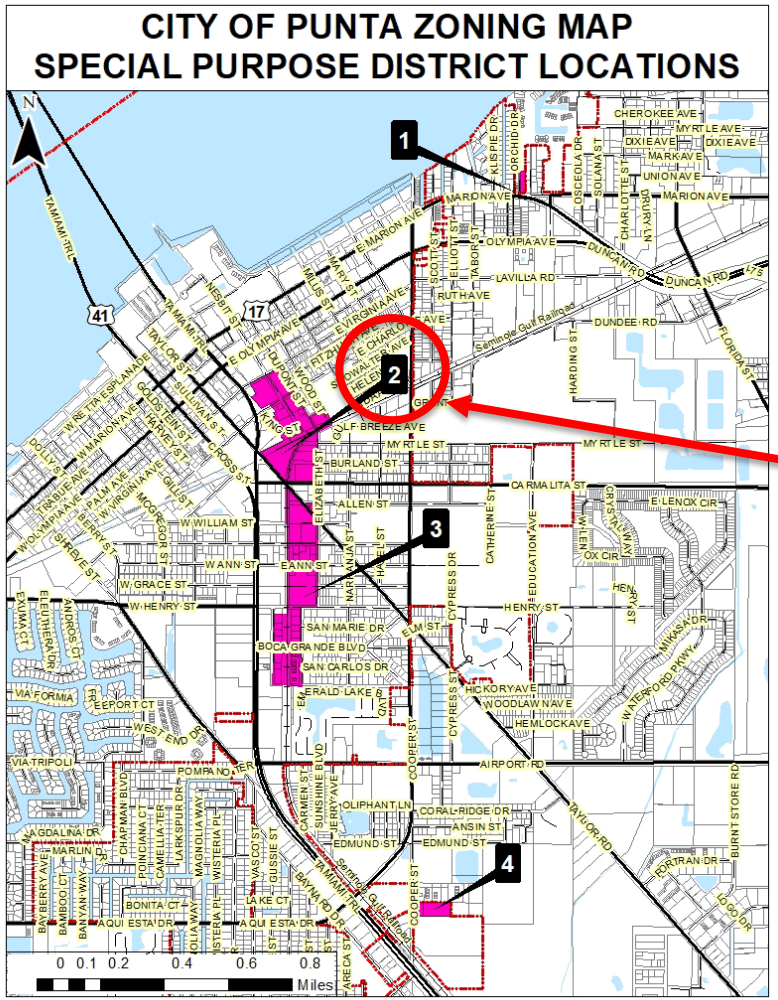
Permitted Parking, Storage, and Rentals

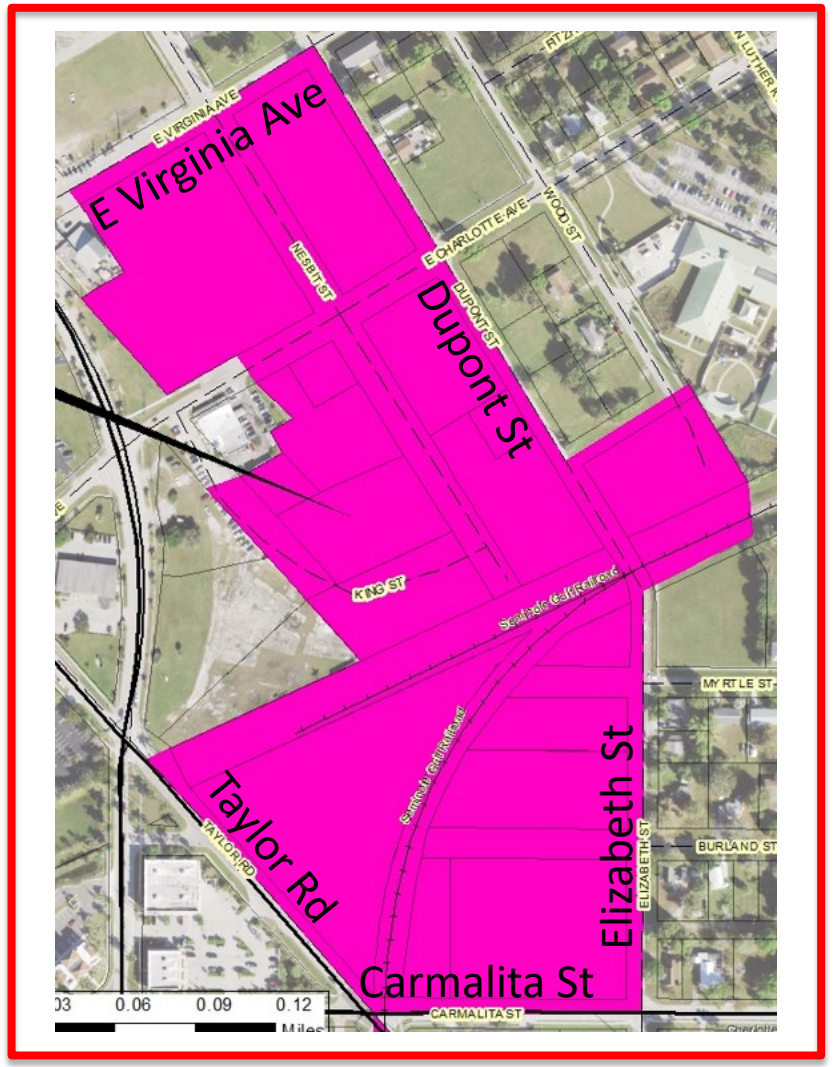




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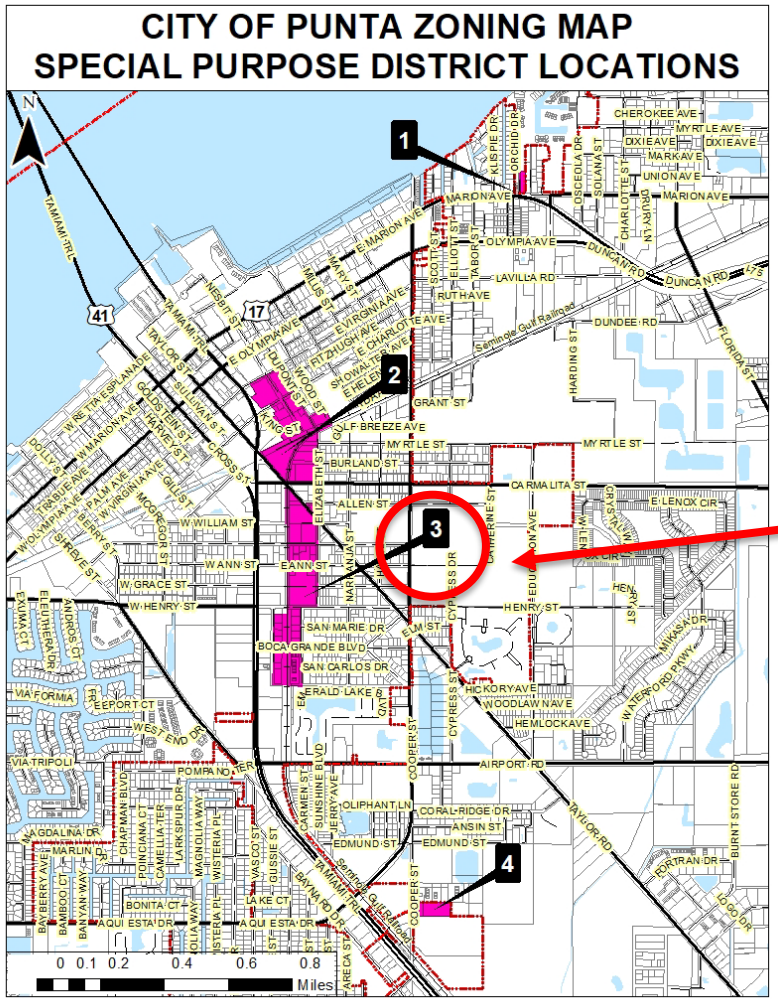
Permitted Parking, Storage, and Rentals





Punta Gorda

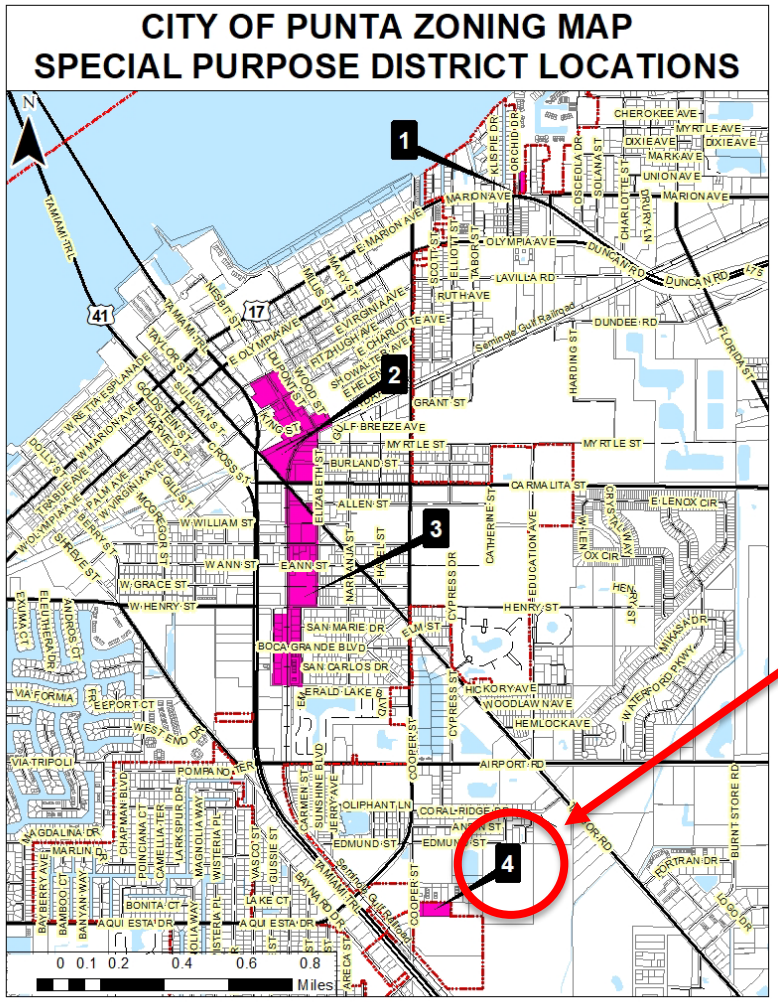
Permitted Parking, Storage, and Rentals

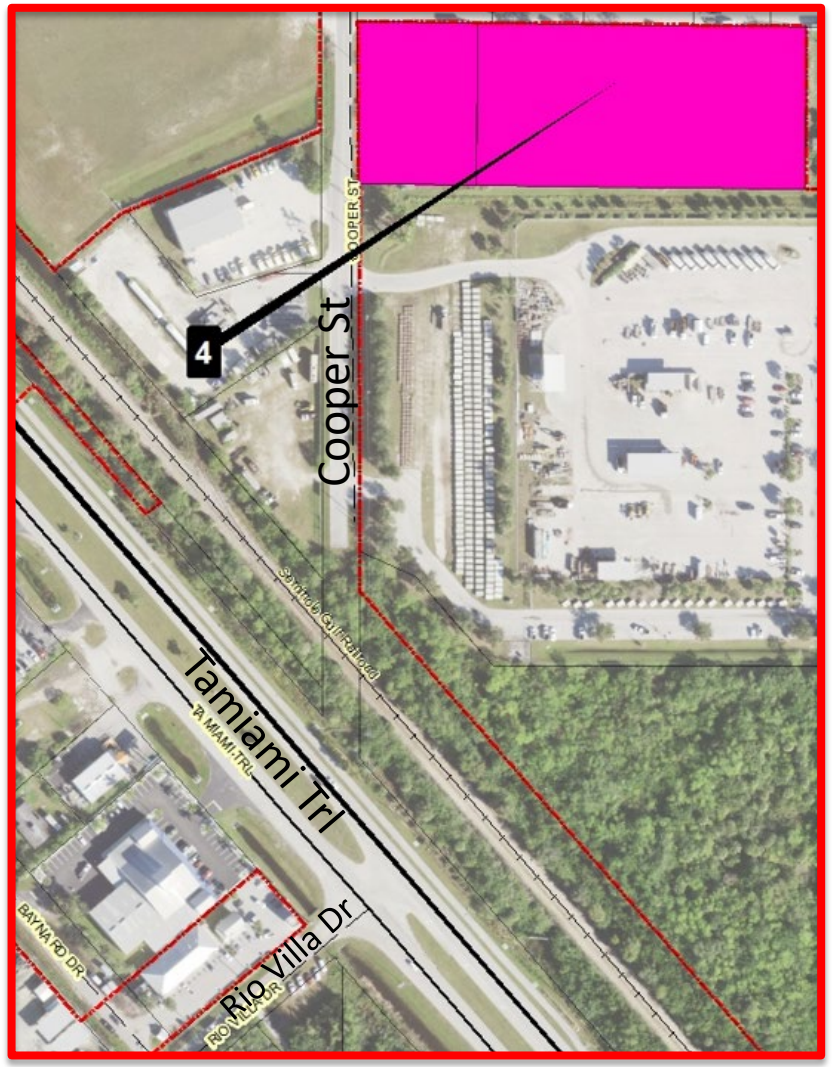




Punta Gorda

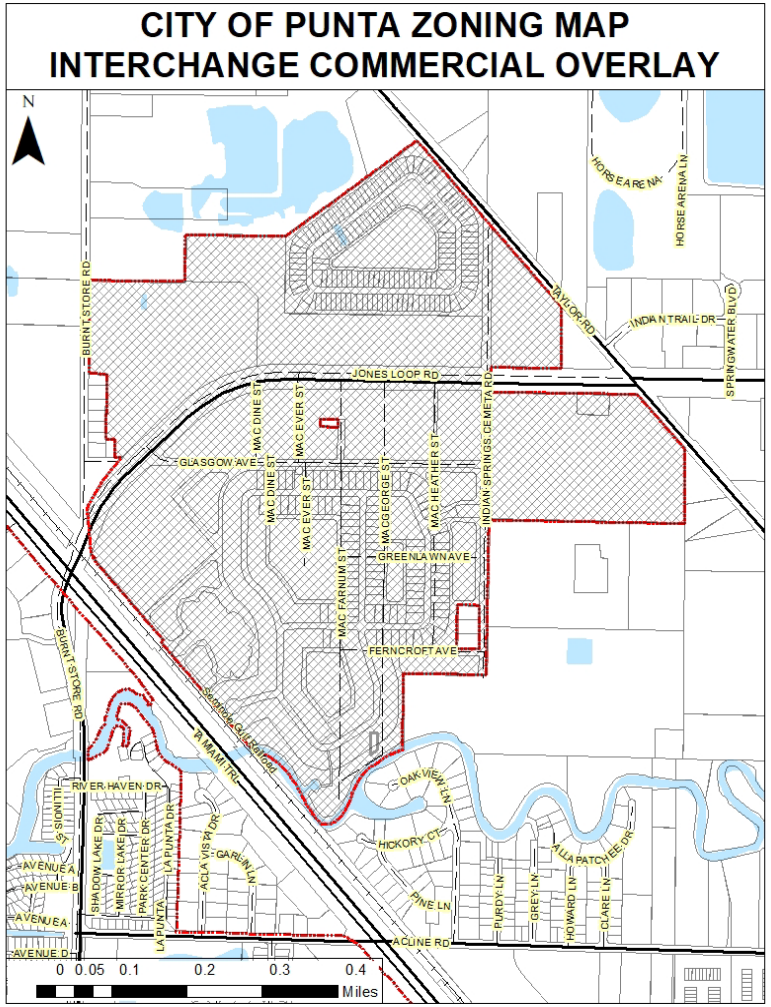
Permitted Parking, Storage, and Rentals

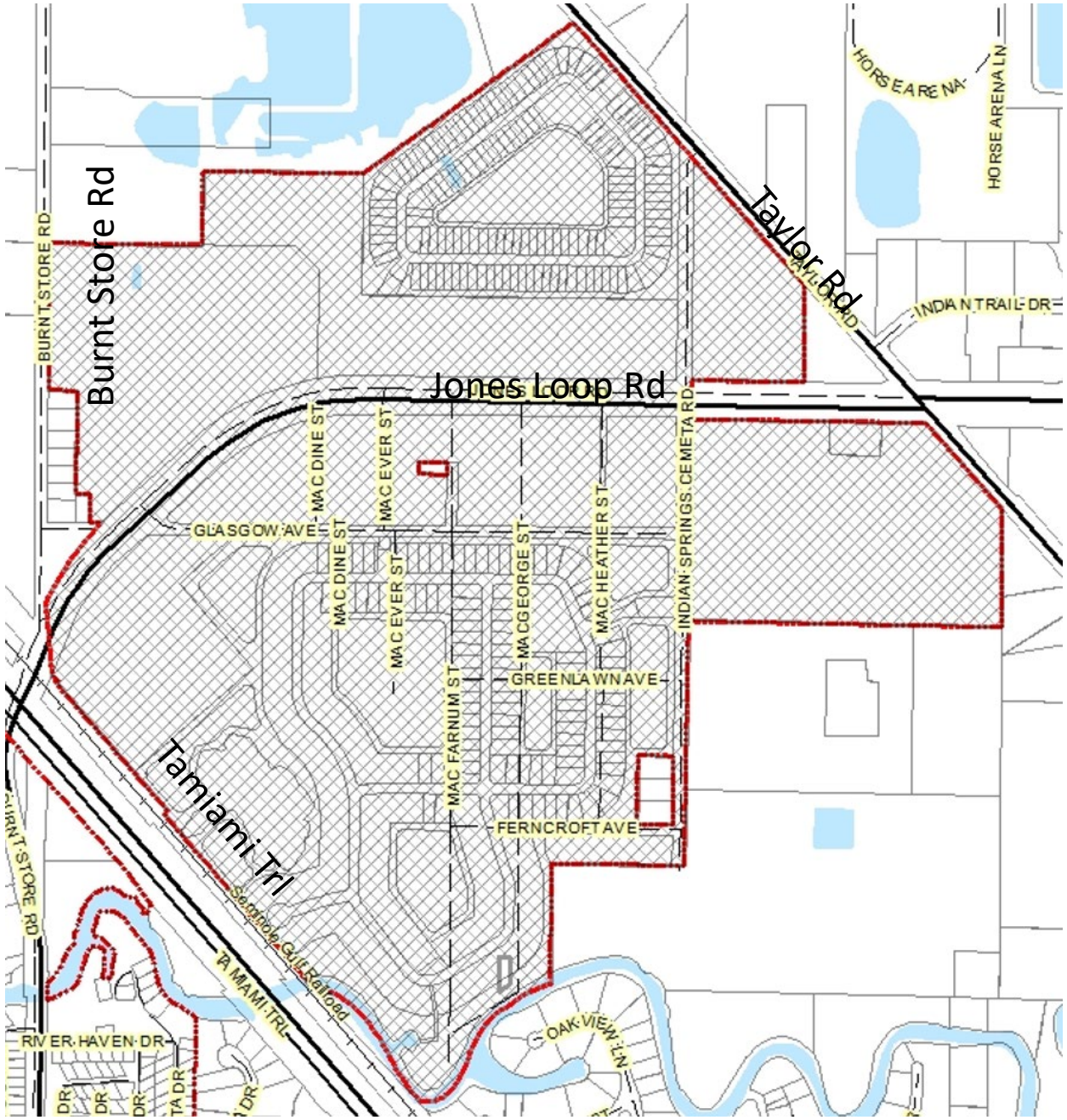




Punta Gorda

Permitted (cont.)





Conditions

Ch. 26, Sec. 4.26 – Outdoor Storage

(a) Outdoor storage shall not be placed in any established yard and no closer than 40 feet from an abutting street right-of-way.

(b) The area […] shall be screened from view […] an opaque screen 30 feet in width […].

Punta Gorda

Discussion

- **Amend Code?**
  - Specify trailer size instead of number of axles?
  - Allow parking trailers through a special exception?

- **Leave as is?**

Punta Gorda

Questions?

Punta Gorda

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title: South Fork Alligator Creek Florida Department of Transportation Grant

Funds:

Recommended Action: Discussion and direction to staff.

Summary: Item was tabled on December 3, 2025. Decision must be made regarding this project.
The project is currently programmed in the Florida Department of Transportation (FDOT) Work Program for Design in FY 2026, with a total of $821,937 allocated. Consisting of $555,983 in federal funds and $265,994 from the SUN Trail Program. FDOT is now seeking direction on whether the City of Punta Gorda is willing to assume the lead agency role for the Design phase. Should the City choose to move forward, coordination with the Charlotte County and Punta Gorda Metropolitan Planning Organization (MPO) will be required to pursue inclusion of the construction phase in the FDOT 5-Year Work Program. Construction funding is not yet secured.

Department/Division: Urban Design / City Manager

EXHIBITS:

1. Presentation

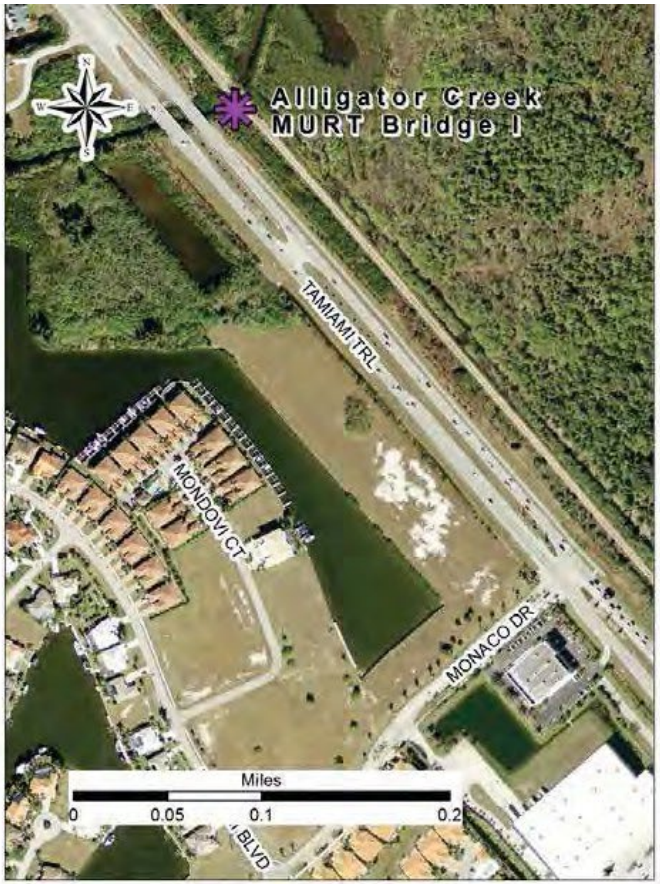
South Fork Alligator Creek Multi-Use Recreation Trail (MURT) Bridge

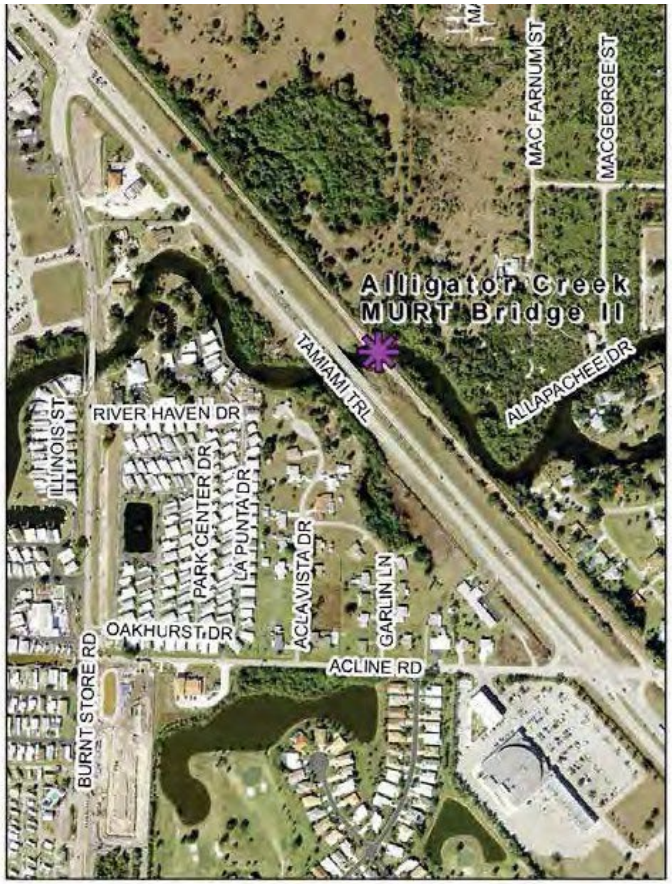


City Council
January 14, 2025

Punta Gorda

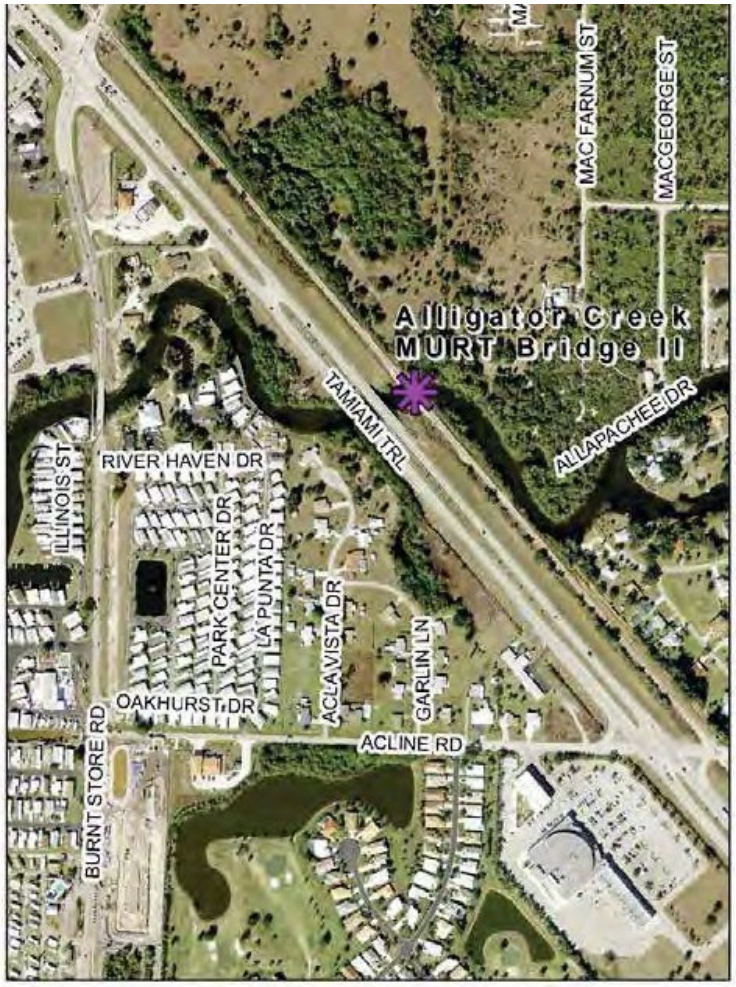
2016 Original Concept for (2) MURT Bridges





Punta Gorda

Bridge (II) Design is grant funded $822K
No local match for this grant



Punta Gorda

US 41 MURT North Fork Bridge (2017)



Punta Gorda

Vision, Guidance, & Ordinance

- 2019 Citywide Master Plan
- 2019 Transportation Buildout Plan
- Land Development Regulation Chapter 26 – Article 9
- 2025 Charlotte County /Punta Gorda Comprehensive Safety Action Plan
- 2045 Comprehensive Plan

Punta Gorda

2045 Comprehensive Plan

- **Historical Element** (Pg. 25): Purpose of Punta Gorda Pathways; connect Historic district to water overlay district to commercial corridors;
- **Recreational Element** (Pg. 16-17): Punta Pathways: Improve bicycling and pedestrian connectivity.
- **Recreational Element** (Page 20): MURT path should be 10 ft wide
- **Recreational Element** (Appendix 2045): Alligator Creek US 41 NB Pedestrian Bridge II or other priority growth related mobility projects. To provide a safe access for pedestrians along heavily used routes, in conjunction with state policies and the City's Comprehensive Plan**.**
- Map 17 & Map 44

Punta Gorda

PUNTA GORDA PATHWAYS



Punta Gorda

City Ordinance LDR Chapter 26

- **Article 9: Streets**:
  - **9:3(b)** Whenever an **irreconcilable conflict exists** among vehicular and pedestrian usage, the **conflict should be resolved in favor of the pedestrian** unless in the best interest of public safety.

Punta Gorda

2024 Charlotte/Punta Gorda MPO Plan

- Vision Zero – Safe Streets and Roads 4 All (SS4A)
  - Goal no serious injuries and fatalities across the system.



Punta Gorda

Questions and Concerns:

- **Timing Deadline – Window of opportunity.**
  Timing is of essence. Deadline for agreement with FDOT is June 2026.

- **If the project dies, what are the outcomes?**
  Funding will be reallocated to other communities. Possible unintended outcomes.

- **Who proposed the project? Whose grant? Why is it back with City?**
  FDOT & City proposed the project. Last opportunity for this project.

Punta Gorda

Questions and Concerns:

- **What is the grant for? How much?**
  This federal & state grant is for design of the bridge totaling $822K.

- **Alternative: Is a guard rail possible instead of a bridge?**
  A guard rail project would require prioritization through FDOT.
  Typically prioritized because of incidents.

- **Saving tax payer money.**
  Not saving tax payers money. We are just sending it to another local government. *This is funded by the federal government and sent to the state for local use.*

Punta Gorda

Questions and Concerns:

- **What about cost overrun for design and ability to go back to the FDOT. for increase if estimate is more? Need an new cost estimate for design.**
  During the agreement process for design we can ask FDOT for more funds based on new estimate for design. *Must be done at that time.*

- **Concern that this is county property.**
  Annexation of the Burnt Store / US 41 tract is in the Comp Plan.

- **Concern about staff time for the design grant and RFP.**
  Staff will make time for the RFP and design grant project.

- **Does Engineer consultant need to be procured by June 2026?**
  Don't need a contract with an engineer by agreement deadline.

Punta Gorda

Questions and Concerns:

- **Do we need an RFP drafted for review by deadline?**
  We need a draft RFP for FDOT review before it is released for bid?
- **Concern about price and maintenance.**
  FDOT provides maintenance on North Fork bridge now.
- **What is estimated construction?**
  Estimate for construction currently is $3.7 million.
- **Where are funds for construction?**
  Potential FDOT grants for SUN Trail program and city match.

Punta Gorda

US 41 NB Shoulder



Bridge Approach, looking north. 1 Minute walk with N bound traffic a few feet from shoulder.

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US 41 NB Shoulder



Image shows three (3) different elevations in shoulder. Hazardous to both pedestrians and cyclists.

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US 41 NB Shoulder



On existing road bridge, looking north. Minimal separation from wall to road.

Punta Gorda

Safety Issue:
Vehicle vs pedestrian & cyclist data

Nov 2025: Fatal. 6035 Riverside Drive. One person killed after being struck by a vehicle.

August 2025: US 41 and Taylor: Pedestrian hit by vehicle.

August 2025: Fatal. Jones Loop and Knight Rd Pedestrian killed by semi.

July 2025: Fatal. West Marion and Lewis Circle. Bicyclist killed by vehicle.

March 2025: West Retta Esplanade and Durance Street. Bicyclist hit by car.

Nov 2024: Critically injured. Punta Gorda U.S. 41 on the pedestrian crosswalk. Pedestrian hit a vehicle.

Punta Gorda

Safety Issue:
Vehicle vs pedestrian or cyclist data

January 2022: Southbound 41 bridge. Pedestrian vs vehicle accident.

June 2021: Punta Gorda walking **bridge at fish village damaged** by suspected drunk driver.

May 2021: Punta Gorda Middle school. Child on bicycle hit by vehicle.

Aug 2020: Taylor & Creek Bridge Drive. Pedestrian vs vehicle hit and run walking on the **grass shoulder.**

Nov 2016: Taylor Road. Bicyclist hit by a truck.

Punta Gorda

Next Steps?



Council Direction

Punta Gorda

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title:	Third Amendment to Commercial Lease Agreement with Morgan Stanley.
Funds:	Not applicable.
Recommended Action:	Approval of the lease amendment.
Summary:	Staff recommends that the City Council approve the early renewal of the 3rd Amendment Lease Agreement with Morgan Stanley for the premises located at 117 Herald Court Punta Gorda, FL, Unit 1A and 1H containing 3,117 rentable square feet and authorizing the City Manager to execute all necessary documents.
Department/Division:	City Manager / Legal

EXHIBITS:

1. Morgan Stanley Expression of Early Renewal Interest Letter
2. *Third Amendment to Commercial Lease- Morgan Stanley

Morgan Stanley Smith Barney Financing LLC
750 Seventh Avenue, 19th Floor
New York, NY 10019

Morgan Stanley

July 29, 2025

VIA EMAIL (ovaldes@cityofpuntagordafl.com)

City of Punta Gorda, Florida
Attn: City Manager Dr. Melissa Reichert
326 West Marion Avenue
Punta Gorda, FL 33950

Re: Expression of Interest in Early Renewal of the Lease dated March 15, 2015 and most recently amended June 27, 2022, (collectively referred to as the "Lease") for 3,117 rentable square feet of space (the "Premises") located in 117 Herald Court, Units 1A and 1H, Punta Gorda, FL 33950 (the "Building").

Dear Dr. Reichert:

Reference is made herein to the Lease by and between COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PUNTA GORDA, FLORIDA ("Landlord") and MORGAN STANLEY SMITH BARNEY FINANCING LLC ("Tenant"). All capitalized terms used but not otherwise defined herein shall have the same meanings ascribed to them in the Lease.

On behalf of the Tenant, I am writing to formally express our interest in renewing the lease for our premises located at 117 Herald Court, Units 1A and 1H, Punta Gorda, Florida.

We value our longstanding relationship with the Landlord and remain committed to maintaining our presence in the Building. In light of our continued occupancy and restoration plans, we would like to initiate discussions regarding an early renewal of the lease term.

We believe that an early renewal would be mutually beneficial and would provide both parties with long-term stability. We are open to discussing terms that align with the Landlord's.

Please let us know a convenient time to begin this dialogue. Should you require any additional documentation or wish to schedule a meeting, please contact our broker, JLL's Brad Berzins, at +1 813-261-6753 / brad.berzins@jll.com

I may be reached at 646-536-6479 or ariana.martuscello@morganstanley.com

Thank you in advance for your prompt attention.

Nothing contained herein constitutes a waiver of any default that may now exist or hereafter occur or a waiver or limitation of any of Tenant's rights or remedies, whether such rights or remedies exist under the Lease, at law or in equity.

[SIGNATURE PAGE FOLLOWS]

© Morgan Stanley

Sincerely,



Ariana L. Martuscello
Vice President
Morgan Stanley Smith Barney Financing LLC

Morgan Stanley Smith Barney LLC. Member SIPC.

THIRD AMENDMENT TO COMMERCIAL LEASE
HERALD COURT CENTRE

THIS THIRD LEASE AMENDMENT is made as of the ____ day of _____ 2026, by and between the THE CITY OF PUNTA GORDA, FLORIDA, a public body corporate and politic of the State of Florida created pursuant to Section 163.356, Florida Statutes (the "Landlord"), and MORGAN STANLEY SMITH BARNEY FINANCING LLC (the "Tenant").

WITNESSETH:

WHEREAS, Landlord and Tenant entered into that certain Commercial Lease for Herald Court Centre executed March 2, 2015, as amended by that certain Amendment to Commercial Lease Herald Court Centre dated April 21, 2017, and that certain Second Amendment to Commercial Lease Herald Court Center dated June 27, 2022 (collectively, the "Lease") with respect to Unit 1A and 1H containing 3,117 rentable square feet located at 117 Herald Court, Punta Gorda, FL; and

WHEREAS, in consideration of the mutual covenants hereinafter set forth herein, Landlord and Tenant desire to amend the Lease as follows; and

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. TERM.

The current term of this Lease is set to expire on August 31, 2027. The term of the Lease is hereby amended and renewed (the "Extension Term"), commencing on September 1, 2027 (the "Extension Term Commencement Date") and continuing through and including August 31, 2032 (the "Expiration Date"), unless sooner terminated, all in accordance with and subject to the terms and conditions set forth in the Lease. The "term of this Lease," "Lease term" or "term hereof" as used in this Lease means the initial term and any extensions or renewals of the Lease, if any and if exercised. The term extension to August 31, 2032 shall be referred to as the "Extension Term."

2. MINIMUM RENT. Commencing as of the Extension Term Commencement Date and continuing throughout the Extension Term, Tenant shall pay to Landlord the Minimum Rent for the Premises at the rate set forth below:

		Period	Per RSF	Monthly	Annual
Year	1	9/1/2027 - 8/31/2028	$17.00	$4,415.75	$52,989.00
Year	2	9/1/2028 - 8/31/2029	$17.50	$4,545.63	$54,547.50
Year	3	9/1/2029 - 8/31/2030	$18.11	$4,704.07	$56,448.87
Year	4	9/1/2030 - 8/31/2031	$18.63	$4,839.14	$58,069.71
Year	5	9/1/2031 - 8/31/2032	$19.15	$4,974.21	$59,690.55

3. RENEWAL OPTIONS. Tenant shall continue to have the Extension Option set forth in Sections 5(B) of the Lease, as amended by Section 5.02 and 5.03 of the Rider to Commercial Lease for Herald Court Centre. In clarification of the foregoing, the Minimum Rent during the any extension term shall be Fair Market Value as determined in accordance with Section 5.03 of the Rider to Commercial Lease for Herald Court Centre.

4. GREEN INITIATIVE. Landlord understands that Tenant is committed to increasing the number of green leases in its portfolio to meet its sustainability goals. Landlord hereby agrees to cooperate with Tenant in its sustainability efforts, In addition, Tenant seeks to align its green lease goals with Landlord and encourages Landlord to contact Tenant with opportunities to collaborate efforts and/or potentially share costs of sustainability projects. If Landlord has a proposal for a project to upgrade the energy and water conservation equipment and systems or otherwise improve the environmental performance of the Building/and or the Premises, the Landlord should contact Tenant's Green Lease initiatives team at msleaseadmin@morganstanley.com.

5. BROKERS. Other that Jones Lang LaSalle for Tenant (the "Broker"), Landlord and Tenant hereby represent and warrant to each other that it has not retained or dealt through any other brokers, agents, finders or middlemen in connection with this Amendment. Each of Landlord and Tenant hereby indemnifies, defends and holds the other party harmless from and against any and all liabilities, expenses or claims (including reasonable attorneys' fees and costs) claimed by any broker or agent, other than the Broker, with respect to this Amendment, claiming through the indemnifying party. Any commissions and fees due and payable to Broker in connection with this Amendment shall be paid by Landlord pursuant to a separate agreement, and Landlord shall indemnify, defend and hold Tenant harmless with respect to any claims or demands made by the Broker alleging a breach by Landlord of such covenant of payment set forth herein.

6. MISCELLANEOUS.

(a) Counterparts. This Amendment may be executed by one or more of the parties hereto on any number of separate counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement. The parties hereto agree that the delivery of an executed copy of this Amendment in a .pdf, .jpeg, .TIF, or .TIFF attachment to an electronic mail message, or similar electronic format, or executed via any other electronic signature provider, such as DocuSign, shall be legal and binding and shall have the same full force and effect as if an original executed copy of this Amendment had been delivered.

(b) Conflicts. The terms of this Amendment shall control over any conflicts between the terms of the Lease and the terms of this Amendment.

(c) Authority. Each party hereto warrants and represents to the other party that (i) they are a duly organized and existing legal entity, in good standing in their respective states; (ii) they have full right and authority to execute, deliver and perform this Amendment; and (iii) the person executing this Amendment was authorized to do so.

(d) Successors and Assigns. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

All other terms and conditions of the original Commercial Lease shall remain in full force and effect.

(e) Carry-Over Clause. Except to the extent as modified or amended by this supersedeas agreement, all terms and conditions of all prior agreements remain in full and effect.

IN WITNESS WHEREOF, the parties hereto have affixed their respective signatures on the date first written above.

CITY OF PUNTA GORDA, Landlord

ATTEST:

_____
DEBORAH LUX, Mayor

_____
SARA WELCH, City Clerk

APPROVED AS TO FORM:

_____
STEVEN LESKOVICH, Interim City Attorney

MORGAN STANLEY SMITH BARNEY FINANCING LLC, Tenant

WITNESSES:

X_____

_____
Print Name

X_____

_____
Print Name

X_____

_____
Print Name

_____
Title

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title: Road Closure Request: Event Permit 25-191575 - Premier Auto Auction, March 8-17, 2026, at Charlotte Harbor Event Center

Funds:

Recommended Action: For council review and approval of road closures.

Summary: Premier Auto Auction will be held March 8-17, 2026 at the Charlotte Harbor Event Center. Auto auction of approximately 400 cars. Temporary fencing will be constructed around the property with pedestrian/ADA access along the Taylor Road extension to the Harborwalk. Tents and alcohol are being proposed.

Department/Division: Urban Design

EXHIBITS:

1. Application

Punta Gorda

PAID
NOV 25 2025

CITY OF PUNTA GORDA
~~PARK RENTAL & EVENTS~~
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
ParkRental@CityofPuntaGordaFL.com
(941) 575-3367

EVENT PERMIT APPLICATION

IMPORTANT: Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity. Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature must be notarized or application will be rejected. For further information, contact the Urban Design Division.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

DATE RECEIVED: 11/25/25	**PERMIT NO:** 26-00100002
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:**
Name of Event	Premier Auto Auction
Applicant or Organization	Charlotte Harbor Event Center
Event Date(s)	3/8-17/26

Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.

☑ For profit ☐ Not-for-profit (type _____, provide IRS certification) ☐ Joint Event

Name of Responsible Party	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'s			
Description of Event	March 8-12 - Load-in of cars March 13-14 - Auction March 15-17 - Load-out of cars		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event. In addition, an accessible route site plan is required and must include all elements outlined on the ADA Checklist provided in the event manual.

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Open Air Pavilion ☐ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To
3/8/26	8am	6pm	3/11/26	8am	7pm	3/14/26	8am	6pm
3/9/26	8am	6pm	3/12/26	8am	7pm	3/15/26	8am	6pm
3/10/26	8am	6pm	3/13/26	8am	7pm	3/16/26	8am	6pm

Has this event been held in the Past?	☐ No ■ Yes – When March, 2025 In attendance 2500		
Anticipated Crowd Size for this event	2500	Peak Hours 3/13-14-10am-6pm	
Will there be a charge for Parking	■ No ☐ Yes	Will off-site parking be provided	☐ No ■ Yes
Will any type of "shuttle" service from parking to entrance be provided?	■ No ☐ Yes –By whom _____ If yes, will the shuttle equipped for those with disabilities? ☐ No ☐ Yes		
Will there be amplified music or entertainment?	■ No ☐ Yes	Will any street(s) or sidewalk(s) be closed?	☐ No ■ Yes
Are off-premise directional signs or other types of advertising devices being requested?			☐ No ■ Yes
Will tents or canopies be used?	☐ No ■ Yes – How Many? 2 What Size? 40'x80', 40'x40'		
Will alcoholic beverages be sold or consumed on the premises?	☐ No ■ Yes – Alcoholic Beverage Permit Holder Event Center		
Are Fireworks planned?	■ No ☐ Yes	Does the applicant own the property where the event is to be held?	☐ No ■ Yes
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	☐ No ■ Yes – Name of Security Company Weiser		
Will food be cooked and/or catered on-site during this event?	☐ No ☐ Yes – has the Health Department been contacted ■ No ☐ Yes		
Will temporary sanitary facilities be provided?	■ No ☐ Yes	*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Laishley Park)	

*If portable toilets are provided for use by event participants, **a minimum of five percent of all units, but never less than one unit, must be accessible.** Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Will disposable cardboard trash receptacles be provided?	■ No ☐ Yes
Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)	■ No ☐ Yes – By whom? _____
Are live animals going to be part of this event?	☐ No ☐ Yes – Type? _____ How Many? _____
Who is the event's designated ADA Coordinator responsible for ensuring event is accessible to those with disabilities?	Name [redacted] Phone Email Address
Will Punta Gorda Personnel be Requested?	Police ☐ No ■ Yes; Fire ■ No ☐ Yes; Public Works ■ No ■ Yes

Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of $1,000,000 per occurrence and Property Damage liability as follows: ***$100,000 for Ponce de Leon; $500,000 for Gilchrist & Laishley Park****, must be provided prior to permit approval*

Do you have the appropriate insurance?	☐ No ☐ N/A ■ Yes	Is the City named as an additional insured?	■ No ☐ N/A ☐ Yes
Does this event require the use of Water?	■ No ☐ Yes	Does this event require the use of Electric?	■ No ☐ Yes

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'			

During re
time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature

Jim Finch
Type or Printed Name & Title

Charlotte Harbor Event Center
Organization

11.24.25
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of 24 November, 20 25, by Jim Finch, who is personally known to me or who has produced FDL as identification.

(Signature of Notary) (Seal)

LISA S. FAEHR
Notary Public - State of Florida
Commission # HH 230752
My Comm. Expires Jan 20, 2026

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.

Jennifer J. Molnar,
Fire Marshal, PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

All VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'s			
Event Name			

Signature

CHEC
Organization

Jim Finch G.M
Type or Printed Name & Title

11/25/25
Date

CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE			
Event Name	Premier Auto Auction	Organization	Charlotte Harbor Event Center
Name of Permittee/Vendor	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'s			

DATE(S) SERVICE IS NEEDED					
Hours	From: _____ ☐ AM ☐ PM		TO: _____ ☐ AM ☐ PM		
Numberofofficersrequested		Per hour for Officer (two hour minimum)		TotalCharge	
See Attached	X		=	$	

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.

PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED.

Description of service to be provided	overnight and Event Coverage
Report to	Jim Finch

I, Jim Finch as authorized representative of Event Center (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Signature Authorized Representative of Vendor — Date 11/5/25

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit

Signature City Representative — Date — Permit Number

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

CHARLOTTE HARBOR
Event & Conference Center
FLORIDA

November 5, 2025

Captain Norm Nahara
Punta Gorda Police Department
1410 Tamiami Trail
Punta Gorda, FL 33950

Dear Captain Nahara,

Please see below the needs for the Premier Auto Auction for off-duty police coverage taking place in March of 2026. Clare Riggs or Jim Finch will be the main point of contact for the event. Coverage will be to secure the Event Center parking lot and grounds overnight. The entire property will be fenced in with one access point at Taylor Street. Additional coverage during the two days of the auction is also requested. Weiser Security will also be scheduled for the duration of the auction during the day. One officer is needed for each of the times listed. I am submitting an Event Permit Application and street closure request for Retta Esplanade from Taylor to NB US41 to the City as well.

Monday, March 9	6pm-6am
Tuesday, March 10	6pm-6am
Wednesday, March 11	6pm-6am
Thursday, March 12	6pm-6am (Opening Reception – 5pm-8pm)
Friday, March 13	6am-6pm (Auction: 10am-6pm)
	6pm-6am
Saturday, March 14	6am-6pm (Auction: 10am-6pm)
Sunday, March 15	6pm-6am
Monday, March 16	6pm-6am
Tuesday, March 17	6pm-6am

Sincerely,

Jim Finch
General Manager, Legends Global
Charlotte Harbor Event
And Conference Center

75 Taylor Street
Punta Gorda, FL 33950
www.charlotteharborecc.com

LEGENDS GLOBAL

941-833-5444 office
941-833-5451 fax

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) MUST be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury while enforcing the criminal, traffic or penal law of the State or City ordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above-listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail — Date 11/25/25

December 4, 2024

To: Extra Duty Police Officer Hiring Entities

Based on the Collective Bargaining Agreement, there have been changes made to the Punta Gorda Police Department's Extra Duty Police Officer hiring program. These changes will be effective December 4, 2024. This will include a rate increase to hire off duty police officers. Below is a list of the changes.

Revised rates:

Regular Security Events: **$70 per hour** (three hour minimum)

Regular Security Events Supervisor* **$80 per hour** (three hour minimum)

*Supervisor is required when five or more officers are requested or required for an event

Traffic Control Details where primary responsibility is to cross pedestrians or direct vehicles: **$78 per hour** (three hour minimum)

Holiday/Last Minute Details (details not providing three full business days notice): **$89 per hour** (three hour minimum)

Holidays include:	New Year's Eve	New Year's Day	Martin Luther King Day
	President's Day	Easter Sunday	Memorial Day
	Independence Day	Labor Day	Veterans Day
	Thanksgiving Day	Black Friday (Day after Thanksgiving)	
	Christmas Eve	Christmas Day	

Cancellation of service: must be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least two full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For unforeseen issues after normal business hours, call our Communications Center at 941-639-4111.

PAID
NOV 26 2025

PAID
NOV 26 2025

CITY OF PUNTA GORDA
ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

OFF PREMISES SIGN PERMIT APPLICATION

DATE RECEIVED: 11/25/25	**PERMIT NO:**
Application Fee: $25.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:**

Event Name	Premier Auto Auction	Event Date(s)	March 9-17, 2026
Name of Requestor	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'s			
Total number of signs being requested	8	Dimension of Signs	2 x 3
What Map Location will be used?	☑ Map #1 ☐ Map #2 ☐ Map #3 ☐ Map #4		
Date(s) signs are requested	March 12-14, 2026		
Description of Event	Car Auction		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) ☐ Other (Specify)_____	☐ Open Space ☐ Open Air Pavilion ☐ Gazebo ☐ Exclusive Use (Specify) ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter Open Air ☐ Chapel Exclusive Use ☐ (Specify) ☐ Other (Specify)_____

Set up Time		
Date	From	To

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'s			

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature _____ Organization CHTRC

Jim Finch
Type or Printed Name & Title

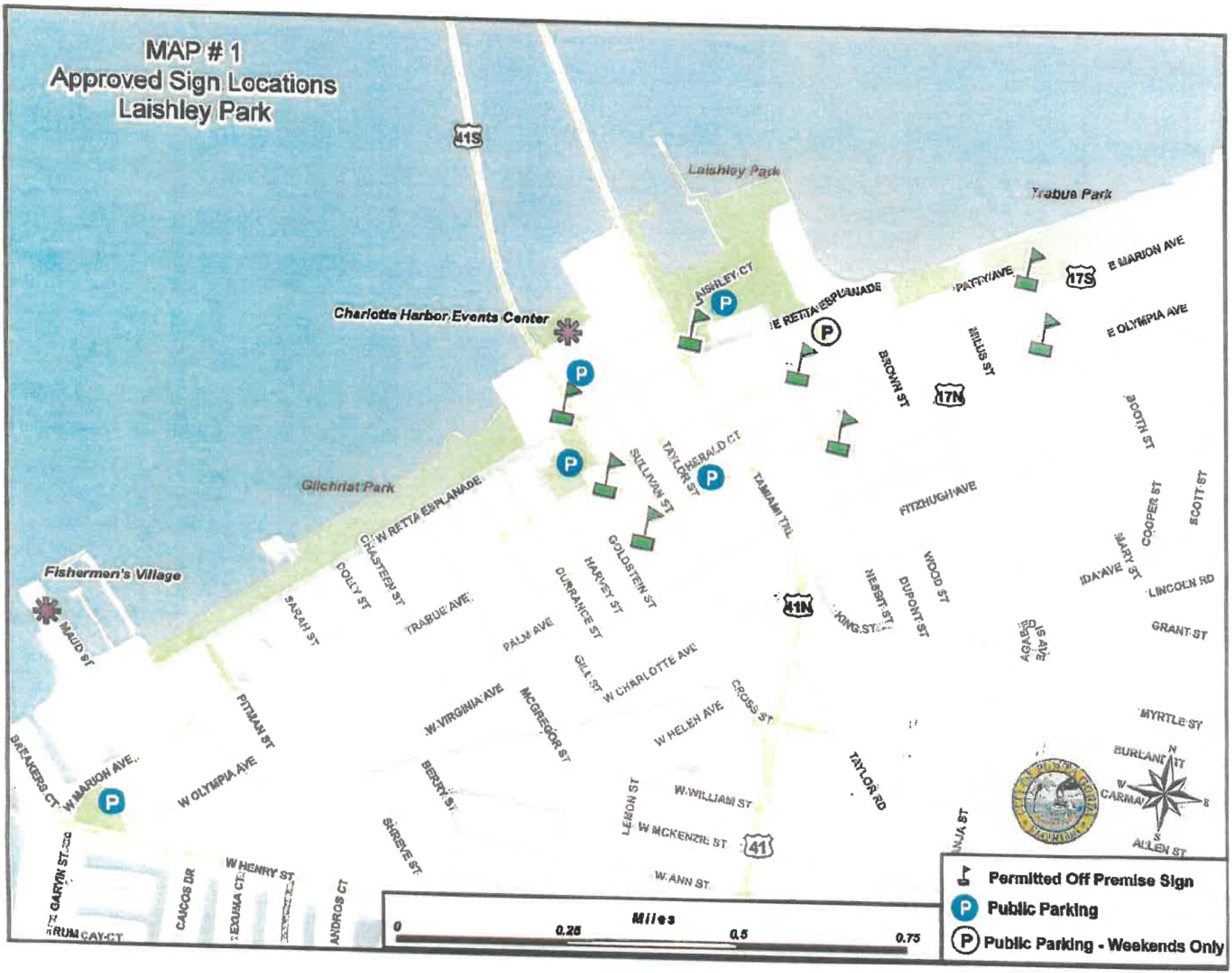
11/25/25
Date

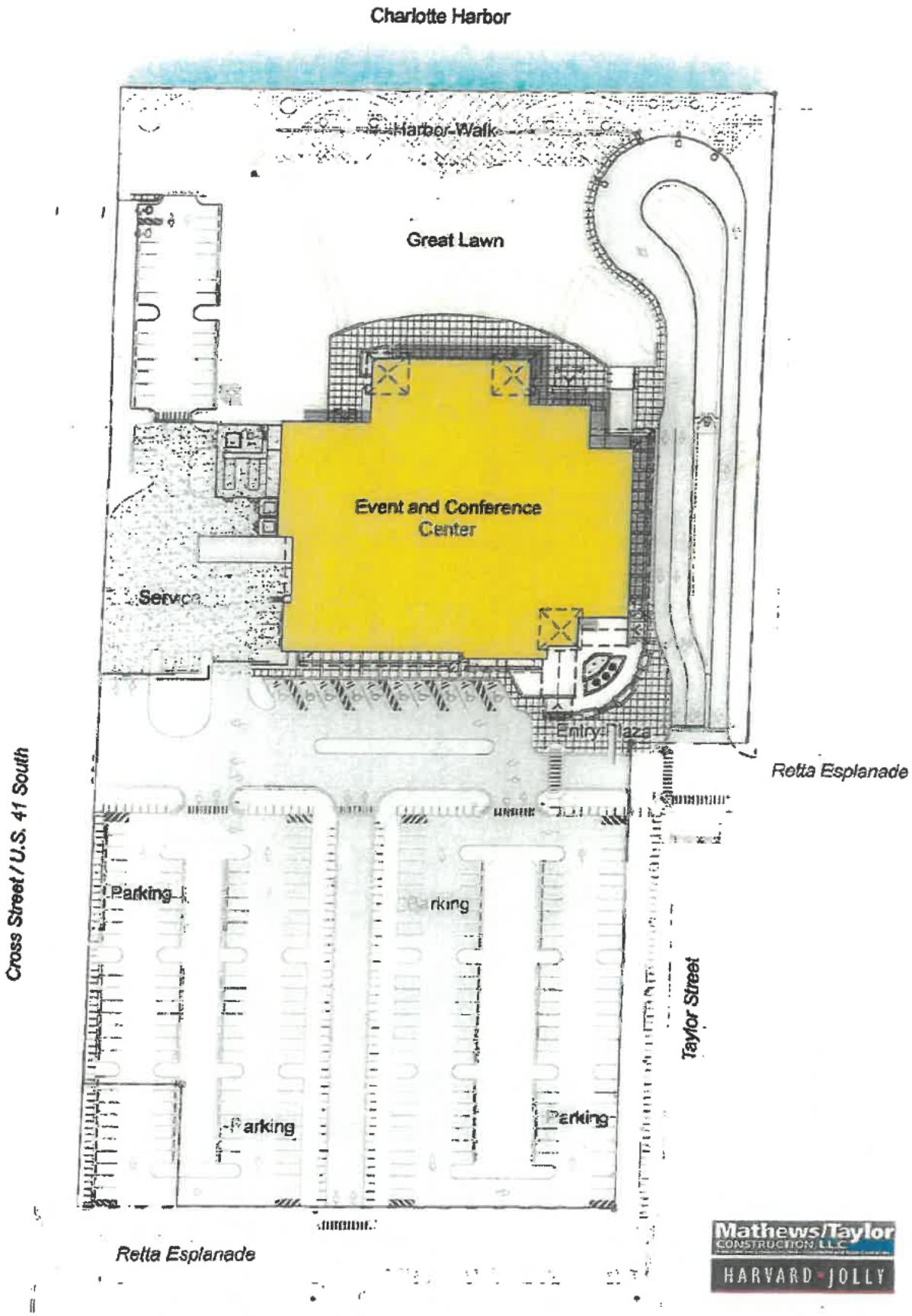
State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of 25 November, 20 25, by James Finch, who is personally known to me or who has produced FL DL as identification.

Madison Henderson
(Signature of Notary)

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH 436849
My Comm. Expires Aug 23, 2027
(Seal)


MAP # 1
Approved Sign Locations
Laishley Park
41S
Laishley Park
Trabue Park
Charlotte Harbor Events Center
LAISHLEY CT
E RETTA ESPLANADE
PATTY AVE
17S
E MARION AVE
E OLYMPIA AVE
BROWN ST
17N
MILLS ST
SCOTT ST
Gilchrist Park
W RETTA ESPLANADE
SULLIVAN ST
TAYLOR ST
HERALD CT
TAMIAMI TRL
FITZHUGH AVE
COOPER ST
MARY ST
IDA AVE
LINCOLN RD
GRANT ST
Fishermen's Village
MAUD ST
CHASTEEN ST
DOLLY ST
SARAH ST
TRABUE AVE
PALM AVE
DUNRANCE ST
HARVEY ST
GOLDSTEIN ST
41N
KING ST
NESBIT ST
DUPONT ST
WOOD ST
AGAVE DR
W CHARLOTTE AVE
GILL ST
W VIRGINIA AVE
MCGREGOR ST
CROSS ST
W HELEN AVE
MYRTLE ST
BURLAND ST
CARMAN ST
ALLEN ST
TAYLOR RD
PITTMAN ST
BREAKERS CT
W MARION AVE
W OLYMPIA AVE
BERRY ST
LEMON ST
W WILLIAM ST
W MCKENZIE ST
41
SHREVE ST
W ANN ST
GARVIN ST
RUM CAY CT
CAICOS DR
W HENRY ST
ANDROS CT
Miles
0
0.25
0.5
0.75
Permitted Off Premise Sign
Public Parking
Public Parking - Weekends Only


Charlotte Harbor
Harbor Walk
Great Lawn
Event and Conference Center
Service
Entry Plaza
Retta Esplanade
Cross Street / U.S. 41 South
Parking
Parking
Parking
Parking
Taylor Street
Retta Esplanade
Mathews/Taylor CONSTRUCTION, LLC
HARVARD · JOLLY

Event Center Parking
Free Parking
Pay to Park
Street Parking
W Marion Ave
W Olympia Ave
E Marion Ave
E Olympia Ave
W Retta Esplanade
E Retta Esplanade
Harold Ct
Taylor St
Tamiami Trl
Charlotte Harbor

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
PUBLIC WORKS DEPARTMENT
Right-of-Way Division Personnel

The following are general conditions regarding Right-of-Way Division related services:

1. Applicant must complete and submit the Street Closure application with the event permit application a minimum of 60 days prior to the event date.
2. It is the applicant's responsibility to contact the Right-of-Way Division a minimum of 60 days prior to the event to discuss Maintenance of Traffic needs.
3. FDOT permit may be required.
4. The City of Punta Gorda Right-of-Way Division has final selection of all employees who work extra-duty details.
5. If a Maintenance of Traffic plan is provided by the City of Punta Gorda Right-of-Way Division, additional charges ***may*** apply.
6. Contractual services for Public Works personnel for MOT does NOT include any required Police or Fire personnel. Those services will include a separate contract for each department.
7. Payment is due within ten (10) days after the event date. Failure to submit payment within the ten (10) days, future event requests may be denied and could result in a legal collections process.
8. Cancelation of services by the Permittee (person/event requesting service) MUST be made at least five (5) days in advance. Failure to do so will result in the City of Punta Gorda Public Works Department billing permittee a $250.00 equipment rental fee.

I have read, understand and agree to the above listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail — Date: 11/5/25

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
PGcode@CityofPuntaGordaFL.com

AMERICANS WITH DISABILITIES CHECKLIST

Attention Event Permit Applicants & Participants:

The following Americans with Disabilities Act (ADA) checklist requirements shall apply to all special events permitted by the City of Punta Gorda:

- ✓ All vendors have the name of the event's designated ADA Coordinator and procedures to handle requests for accommodations.
- ✓ An accessible route from site arrival points and an accessible entrance have been provided.
    - o As much as possible, the accessible route should be the same route used by other participants.
    - o Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Be at least 36 inches wide)
    - o All vendors have received the event layout outlining the accessible route and are aware that it MUST be maintained at all times.
- ✓ The layout of the event should allow people with disabilities to attain goods and services and participate in activities without assistant.
    - o Front-line staff at information and ticketing areas must have a thorough knowledge of accessible features and services offered by the event and a general sensitivity to disability issues.
- ✓ The entrance gate, main desk, or information booth must be accessible in the design and location of the space and in the information provided.
- ✓ Vendors MUST modify policies and procedures to ensure they do not discriminate against persons with disabilities. Vendors may:
    - o be required to leave their booths briefly to assist someone with limited hand dexterity in reaching their money, or need to take items from an inaccessible area to an interested individual in order to allow the individual to evaluate and select merchandise or to participate in an activity offered.
- ✓ If there is a "no pet" policy it MUST be modified to allow service animals to assist persons with disabilities in performing one or more tasks related.
- ✓ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.
- ✓ Signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. Signs should include the international symbol of accessibility, use easy-to-read typefaces, and be large enough to be read from a distance.
- ✓ Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance.

- If temporary parking lots, grass fields or dirt lots, etc. are going to be used as temporary parking areas, accessible spaces must be created and held in reserve for people with disabilities.

✓ If shuttles or other modes of transportation are made available at the event, the mode of transportation MUST also be available to those with disabilities.

✓ If the event provides seating, viewing, or assembly areas a designated section should be made available for those with disabilities.

Event organizer & ADA Coordinator shall provide a signed copy of this document to the Urban Design Division in acknowledgement and full understanding of the above stated ADA requirements that all event organizers must abide by.

For more information on planning for making temporary events accessible to people with disabilities visit https://adata.org/publication/temporary-events-guide

Event Name	Premier Auto Auction	**Organization**	Charlotte Harbor Event Center
Event Date(s)	March 12-14, 2026	**Event Time(s)**	10:00am - 6:00PM

Name of Requestor/Applicant		**Designated ADA Coordinator**	
Name	Jim Finch	**Name**	Jim Finch
Title	GM	**Title**	GM
Phone #	[redacted]		
Email	[redacted]		
Address	[redacted]		

I, Jim Finch as authorized representative hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, ***by signing this form the event coordinator & ADA coordinator insures that all participants/vendors of the event have received a copy of ADA requirements and clearly understands each applicable requirement listed above.***

Signature Authorized Representative

11/5/25
Date

CITY OF PUNTA GORDA
ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

REQUEST FOR TEMPORARY CLOSING OF CITY STREETS

Request for Temporary Closing Form MUST be submitted to the Punta Gorda Public Works Department a minimum of sixty (60) days prior to the event	DATE RECEIVED:

Name of Event	Premier Auto Auction						
Applicant or Organization	Charlotte Harbor Event & Conference Center						
Address	[redacted]						
Phone #'s							
Description of Event	Loading & Unloading of cars from trailers						
Date of Event				Time of Event			
To	3/10/26	From	3/12/26	Begin	9am	End	4pm
Has this event been held in the Past?	☐ No ■ Yes – When March 13-15, 2025						
Proposed Road(s) to Close (Specific Locations – Include Map)	Retta Esplanade - Taylor Rd to NB US-41						
Proposed Detour Route (Include alternative road and map)	Harborside Drive will be accessible for cross traffic						
Additional Notes & Comments **Include ADA accessible route**	Sidewalk is still accessible - closure is just to allow space for car carrieres to offload						

Signature	Jim Finch, General Manager Type or Printed Name & Title	11/5/25 Date

Office Use Only		
Punta Gorda Police ☐ Approved ☐ Disapproved	Comment:	
Signature	Type or Printed Name & Title	Date
Punta Gorda Fire ☐ Approved ☐ Disapproved	Comment:	
Signature	Type or Printed Name & Title	Date
Punta Gorda Public Works / Engineering ☐ Approved ☐ Disapproved	Comment:	
Signature	Type or Printed Name & Title	Date

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/05/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: [redacted]	
IT Risk Managers, Inc [redacted]	PHONE (A/C, No, E [redacted]	FAX (A/C, No):
	E-MAIL ADDRESS: [redacted]	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Spinnaker Insurance Company	
INSURER B :	Coalition Insurance Company	
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Premier Auction Group, LLC
[redacted] NC 27526

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	CSG-00261724-00	04/09/2025	04/09/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 2,000,000 $ 100,000 $ 5,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	Y		CSG-00261724-00	04/09/2025	04/09/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
B	Cyber & Privacy Liability			C-4LU5-214447-CYBER-2025	05/02/2025	05/02/2026	Each Claim Aggregate Limit	1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder shall be listed as an additional Insured per written agreement with the First Named Insured
Event Date - November 30 through December 10
Certificate holder is named as an additional insured, coverage is primary & non-contributory and a waiver of subrogation applies as per written contract with the first named insured.
Additional Insured: Charlotte County, a political subdivision of the State of Florida, Charlotte Harbor Event and Conference Center, SMG, their officers, directors, agents, employees and volunteers for events held on November 30-December 10

CERTIFICATE HOLDER

Charlotte County/Charlotte Harbor Event & Conference Center
75 Taylor St
Punta Gorda FL 33950

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Lawrence Harb

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CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title:	Road Closure Request: Event Permit -26-00100004 St. Patrick's Day Celebration - At Celtic Ray - March 17-18, 2026
Funds:	
Recommended Action:	For Council review and approval of road closure.
Summary:	Annual St. Patrick's Day Celebration with food, entertainment and alcohol. Temporary closing of city streets is being requested. Part of Nesbit Street from Bank of America to East Marion Avenue requested to be closed.
Department/Division:	Urban Design

EXHIBITS:

1. Application

Punta Gorda

CITY OF PUNTA GORDA
~~PARK RENTAL & EVENTS~~
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
ParkRental@CityofPuntaGordaFL.com
(941) 575-3367

EVENT PERMIT APPLICATION

IMPORTANT: Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity. Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature must be notarized or application will be rejected. For further information, contact the Urban Design Division.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

DATE RECEIVED: 12/12/25	**PERMIT NO:**
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:** 1/9/26
Name of Event	ST PATRICKS DAY CELEBRATION
Applicant or Organization	DOYLE PUBS II
Event Date(s)	03/17/26 - 03/18/26

Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.

☐ For profit ☐ Not-for-profit (type _____, provide IRS certification) ☐ Joint Event

Name of Responsible Party	KEVIN DOYLE	Title	OWNER
Address	[redacted]		
Phone #'s			
Description of Event	ST PATRICKS DAY CELEBRATION		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event. In addition, an accessible route site plan is required and must include all elements outlined on the ADA Checklist provided in the event manual.

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Open Air Pavilion ☐ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To

Has this event been held in the Past?	☐ No ☑ Yes – When 03/17/25 In attendance _____		
Anticipated Crowd Size for this event	N/K	Peak Hours 11AM – MIDNIGHT	
Will there be a charge for Parking	☑ No ☐ Yes	Will off-site parking be provided	☑ No ☐ Yes
Will any type of "shuttle" service from parking to entrance be provided?	☑ No ☐ Yes –By whom _____ If yes, will the shuttle equipped for those with disabilities? ☐ No ☐ Yes		
Will there be amplified music or entertainment?	☐ No ☑ Yes	Will any street(s) or sidewalk(s) be closed?	☐ No ☑ Yes
Are off-premise directional signs or other types of advertising devices being requested?			☐ No ☐ Yes
Will tents or canopies be used?	☐ No ☑ Yes – How Many? 3 What Size? 20'x40'		
Will alcoholic beverages be sold or consumed on the premises?	☐ No ☑ Yes – Alcoholic Beverage Permit Holder _____		
Are Fireworks planned?	☑ No ☐ Yes	Does the applicant own the property where the event is to be held?	☐ No ☑ Yes
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	☑ No ☐ Yes – Name of Security Company _____		
Will food be cooked and/or catered on-site during this event?	☐ No ☑ Yes – has the Health Department been contacted ☐ No ☐ Yes		
Will temporary sanitary facilities be provided?	☐ No ☑ Yes	*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Laishley Park)	

*If portable toilets are provided for use by event participants, **a minimum of five percent of all units, but never less than one unit, must be accessible.** Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Will disposable cardboard trash receptacles be provided?	☐ No ☑ Yes
Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)	☑ No ☐ Yes – By whom? _____
Are live animals going to be part of this event?	☑ No ☐ Yes – Type? _____ How Many? _____
Who is the event's designated ADA Coordinator responsible for ensuring event is accessible to those with disabilities?	Name [redacted] Phone Email Address
Will Punta Gorda Personnel be Requested?	Police ☐ No ☑ Yes; Fire ☐ No ☑ Yes; Public Works ☐ No ☑ Yes

Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of $1,000,000 per occurrence and Property Damage liability as follows: ***$100,000 for Ponce de Leon; $500,000 for Gilchrist & Laishley Park****, must be provided prior to permit approval*

Do you have the appropriate insurance?	☐ No ☐ N/A ☑ Yes	Is the City named as an additional insured?	☐ No ☐ N/A ☑ Yes
Does this event require the use of Water?	☑ No ☐ Yes	Does this event require the use of Electric?	☑ No ☐ Yes

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	ON SITE			Title			
Address		City		State		Zip	
Phone #'s				Email address			

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature

DOYLE PUBS II
Organization

KEVIN DOYLE
Type or Printed Name & Title

12/11/25
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [✓] physical presence or ~~[ ] online notarization~~ this day of DEC 11, 20 25, by KEVIN DOYLE, who is personally known to me ~~or who has produced _____ as identification.~~

(Signature of Notary)

GRAHAM TYLER
MY COMMISSION # HH318328
EXPIRES: November 05, 2026
(Seal)

Punta Gorda

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

REQUEST FOR TEMPORARY CLOSING OF CITY STREETS

Request for Temporary Closing Form MUST be submitted to the Punta Gorda Public Works Department a minimum of sixty (60) days prior to the event	DATE RECEIVED:

Name of Event	ST PATRICKS DAY CELEBRATION
Applicant or Organization	DOYLE PUBS II
Address	[redacted]
Phone #'s	
Description of Event	ST PATRICKS DAY CELEBRATION

Date of Event				Time of Event			
To	03/18/26	From	03/17/26	Begin	0,700AM	End	04,00 AM

Has this event been held in the Past? ☐ No ☐ Yes – When 03/17/25

Proposed Road(s) to Close (Specific Locations – Include Map)	PART OF NESBIT ST FROM BANK OF AMERICA TO E. MARION AVE
Proposed Detour Route (Include alternative road and map)	SEE ATTACHED MAP
Additional Notes & Comments **Include ADA accessible route**	—

Signature: [signature] Printed Name: KEVIN DOYLE Date: 12/1/25

Office Use Only

Punta Gorda Police ☐
Approved ☐ Disapproved ☐ Comment:

Signature ☐ Type or Printed Name & Title Date

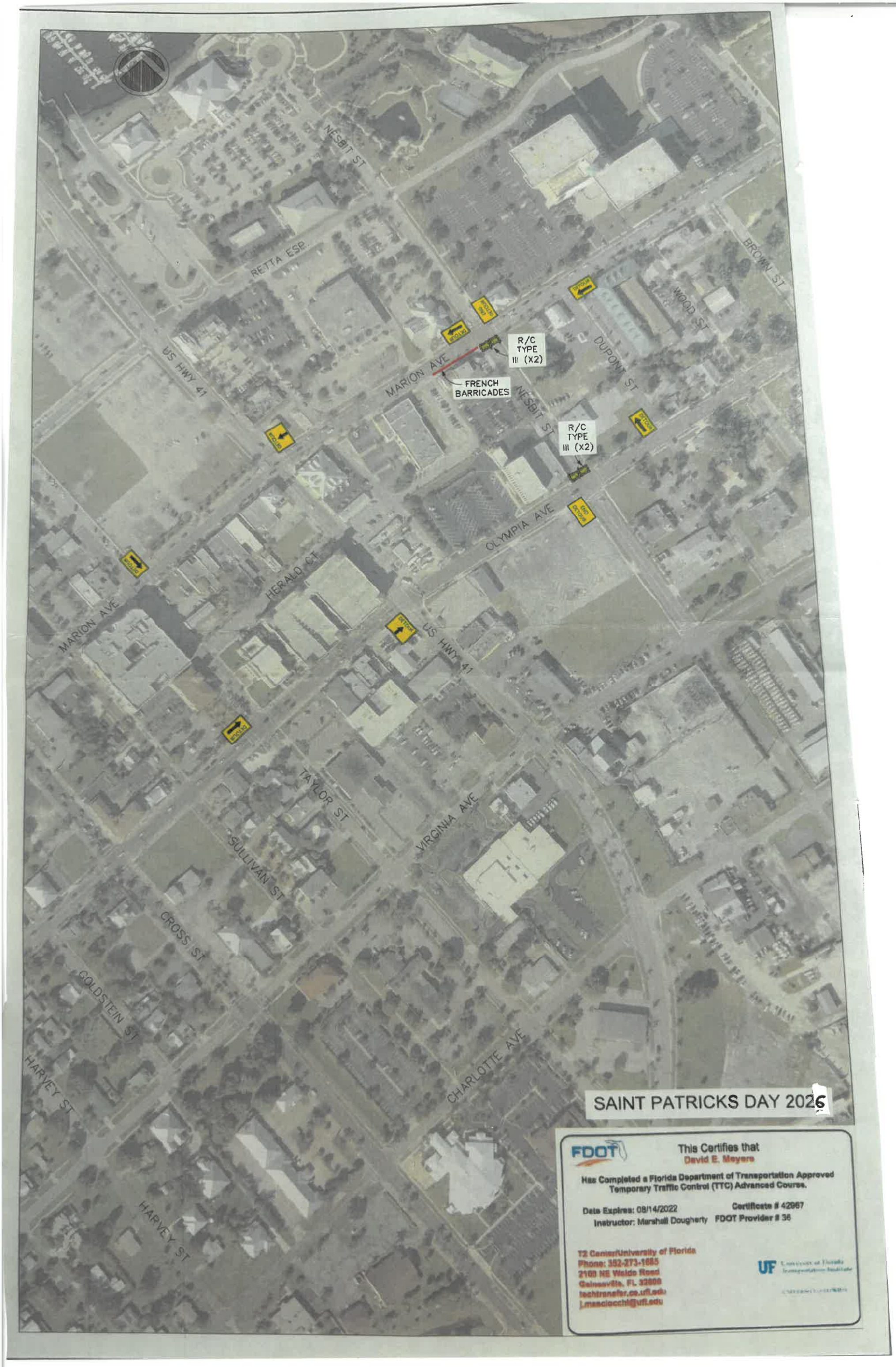
Punta Gorda Fire ☐
Approved ☐ Disapproved ☐ Comment:

Signature ☐ Type or Printed Name & Title Date

Punta Gorda Public Works / Engineering ☐
Approved ☐ Disapproved ☐ Comment:

Signature Type or Printed Name & Title Date

Florida's Harborside Hometown


NESBIT ST
RETTA ESP.
BROWN ST
WOOD ST
DUPONT ST
R/C
TYPE
III (X2)
MARION AVE
FRENCH
BARRICADES
US HWY 41
NESBIT ST
R/C
TYPE
III (X2)
OLYMPIA AVE
MARION AVE
HERALD CT
US HWY 41
TAYLOR ST
SULLIVAN ST
VIRGINIA AVE
CROSS ST
GOLDSTEIN ST
HARVEY ST
HARVEY ST
CHARLOTTE AVE
SAINT PATRICKS DAY 2026
FDOT
This Certifies that
David E. Meyers
Has Completed a Florida Department of Transportation Approved
Temporary Traffic Control (TTC) Advanced Course.
Date Expires: 08/14/2022
Certificate # 42967
Instructor: Marshall Dougherty
FDOT Provider # 36
T2 Center/University of Florida
Phone: 352-273-1685
2100 NE Waldo Road
Gainesville, FL 32609
techtransfer.ce.ufl.edu
j.mascicchi@ufl.edu
UF

Punta Gorda

CITY OF PUNTA GORDA
ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

OFF PREMISES SIGN PERMIT APPLICATION

DATE RECEIVED:	**PERMIT NO:**
Application Fee: $25.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:**

Event Name	ST PATRICKS CELEBRATION	Event Date(s)	03/17/26 – 03/18/26
Name of Requestor	KEVIN DOYLE	Title	OWNER
Address	[redacted]		
Phone #'s			
Total number of signs being requested	SAME AS LAST YEAR	Dimension of Signs	_____ x _____
What Map Location will be used?	☐ Map #1 ☐ Map #2 ☐ Map #3 ☐ Map #4		
Date(s) signs are requested	03/17/26 – 03/18/26		
Description of Event	ST PATRICKS DAY CELEBRATION		

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Open Air Pavilion ☐ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter Open Air ☐ Chapel Exclusive Use ☐ (Specify) _____ ☐ Other (Specify)_____

Set up Time

Date	From	To
07.00AM 03/17/26	0.200AM 03/18/25	

Florida's Harborside Hometown

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	ON SITE			Title			
Address		City		State		Zip	
Phone #'s			Email address				

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature

DOYLE PUBS II
Organization

KEVIN DOYLE
Type or Printed Name & Title

12/11/25
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [~~online notarization~~] this day of DEC 11TH, 20 25, by KEVIN DOYLE, who is personally known to me ~~or who has produced _____ as identification.~~

GRAHAM TYLER
MY COMMISSION # HH318328
EXPIRES: November 05, 2026

(Signature of Notary)

(Seal)

·4100

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.

Jennifer J. Molnar,
Fire Marshal, PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

All VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	KEVIN DOYLE			Title	OWNER
Address	[redacted]				
Phone #'s					
Event Name	ST PATRICKS DAY	Event Date	03/17/26 - 03/18/26	Event Time	07:00 to 04:00

Signature

DOYLE PUBS II
Organization

KEVIN DOYLE, OWNER
Type or Printed Name & Title

121125
Date

Florida's Harborside Hometown

Punta Gorda

CITY OF PUNTA GORDA

PUNTA GORDA FIRE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5549
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – FIRE DEPARTMENT

PERMITTEE			
Event Name	ST PATRICKS DAY CELEBRATION	Organization	DOYLE PUBS II
Name of Permittee/Vendor	KEVIN DOYLE	Title	OWNER
Address	[redacted]		
Phone #'s			

DATE(S) SERVICE IS NEEDED				
Hours	From: 03/17/26 07:00 ☐ AM ☐ PM		TO: 03/18/26 01:00 ☑ AM ☐ PM	
Number of Fire Department personnel being requested				

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.
PAYMENTS WILL BE MADE IN ADVANCE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF OTHER ARRANGEMENTS HAVE NOT BEEN MADE, PAYMENT MUST BE RECEIVED 10 DAYS PRIOR TO THE EVENT DATE. FAILURE TO DO SO WILL RESULT IN PERMIT/DETAIL BEING CANCELLED. TWO (2) HOUR MINIMUM.

Description of service to be provided	SAME AS LAST YEAR
Report to	KEVIN OR MAX DOYLE

I, KEVIN DOYLE as authorized representative of DOYLE PUBS II (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Fire Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Signature Authorized Representative of Vendor _____ Date 12425

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit.

Expiration date of this permit _____ Pre-Payment Waive ☐ Yes ☐ No

Signature City Representative _____ Date _____ Permit Number _____

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

Punta Gorda

Off Duty Vendor Contract

CONDITIONS OF PERMIT

Extra-Duty Special Detail Standby Fire Department Related Services

The following are general conditions regarding standby Fire Department related services:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 7:30am-4:30pm), contact must be made with the Fire Marshal or Fire Chief by calling 941-575-5529.
2. Any Member who is engaged in any extra-duty employment is subject to On-Duty status (call-out) at any time.
3. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a firefighter/EMT/Paramedic, is in violation of State or Federal law or Office policy.
4. The rate charged an employer/vendor for extra-duty Fire and EMS related services shall be standardized hourly rate established by the City of Punta Gorda which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the special detail.
5. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda will be responsible for collecting such payment and making disbursement to the member.
6. Extra Duty/special detail services shall be performed within the boundaries and jurisdiction of City of Punta Gorda public safety services.
7. The person/vendor requesting the extra-duty Fire/EMS service will make payment in ADVANCE of the service being performed. Payment will be made to the City of Punta Gorda Fire Department and will accompany the application/contract for request of services.
8. Cancellations of services by the Permittee (person/vendor requesting service) MUST be made at least 48 hours in advance. Failure to do so will result in the City of Punta Gorda Fire Department billing permittee/vendor for two (2) hours minimum for administrative cost.
9. If the employment has been authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Fire Department will be in effect if the off-duty firefighter sustains an injury while the member is performing extra-duty fire/ems related employment. Any injuries sustained which are NOT incurred as a result of a fire/ems action, will be the responsibility of the employer/vendor requesting extra-duty fire/ems related employment to includeworkerscompensation.
10. All permits must be obtained 10 days in advance. In emergent situations exceptions may be made by the program administrator/Fire Chief.

I have read, understand and agree to the above listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail

12/1/25
Date

Punta Gorda

CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE			
Event Name	ST PATRICKS DAY CELEBRATION	Organization	DOYLE PUBS II
Name of Permittee/Vendor	KEVIN DOYLE	Title	OWNER
Address	[redacted]		
Phone #'s			

DATE(S) SERVICE IS NEEDED					
Hours	From: 03/17/26 07:00 ☑ AM ☐ PM		TO: 03/18/26 01:00 ☑ AM ☐ PM		
Numberofofficersrequested		Per hour for Officer (two hour minimum)		TotalCharge	
SAME AS LAST YEAR	X		=	$	

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.

PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED.

Description of service to be provided	SAME AS LAST YEAR
Report to	

I, KEVIN DOYLE as authorized representative of DOYLE PUBS II (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services ~~provided under~~ this permit.

Signature Authorized Representative of Vendor — Date 12/25

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit

Signature City Representative — Date — Permit Number

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) MUST be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury whileenforcingthecriminal,trafficorpenallawoftheStateorCityordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail

12/4/25
Date

Punta Gorda

Off Duty Vendor Contract

CONDITIONS OF PERMIT

PUBLIC WORKS DEPARTMENT

Right-of-Way Division Personnel

The following are general conditions regarding Right-of-Way Division related services:

1. Applicant must complete and submit the Street Closure application with the event permit application a minimum of 60 days prior to the event date.
2. It is the applicant's responsibility to contact the Right-of-Way Division a minimum of 60 days prior to the event to discuss Maintenance of Traffic needs.
3. FDOT permit may be required.
4. The City of Punta Gorda Right-of-Way Division has final selection of all employees who work extra-duty details.
5. If a Maintenance of Traffic plan is provided by the City of Punta Gorda Right-of-Way Division, additional charges ***may*** apply.
6. Contractual services for Public Works personnel for MOT does NOT include any required Police or Fire personnel. Those services will include a separate contract for each department.
7. Payment is due within ten (10) days after the event date. Failure to submit payment within the ten (10) days, future event requests may be denied and could result in a legal collections process.
8. Cancelation of services by the Permittee (person/event requesting service) MUST be made at least five (5) days in advance. Failure to do so will result in the City of Punta Gorda Public Works Department billing permittee a $250.00 equipment rental fee.

I have read, understand and agree to the above listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail

12/1/25

Date

CITY OF PUNTA GORDA

RIGHT-OF-WAY DIVISION
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5010
CityofPuntaGordaFL.com

PUBLIC WORKS DEPARTMENT VENDOR CONTRACT

PERMITTEE					
Event Name	ST PATRICKS DAY CELEBRATION		Organization	DOYLE PUBS II	
Name of Requestor/Applicant	KEVIN DOYLE		Title	OWNER	
Address	[redacted]				
Phone #'s					
STREET/SIDEWALK CLOSURE					
Event date	03/17/26 – 03/18/26				
Event Hours	From: 03/17/26 1:00	☑ AM ☐ PM	TO: 03/18/26 09:00	☑ AM ☐ PM	

EVENT PERMITTEE MUST CONTACT PUBLIC WORKS PERSONNEL 5 DAYS PRIOR TO THE EVENT TO CONFIRM EVENT DETAILS FOR MAINTENANCE OF TRAFFIC (MOT). FAILURE TO DO SO MAY RESULT IN A MINIMUM OF A $250.00 EQUIPMENT RENTAL FEE.

I, KEVIN DOYLE as authorized representative

Of DOYLE PUBS II (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Signature Authorized Representative

12/1/25
Date

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
PUBLIC WORKS DEPARTMENT
Right-of-Way Division Personnel

The following are general conditions regarding Right-of-Way Division related services:

1. Applicant must complete and submit the Street Closure application with the event permit application a minimum of 60 days prior to the event date.
2. It is the applicant's responsibility to contact the Right-of-Way Division a minimum of 60 days prior to the event to discuss Maintenance of Traffic needs.
3. FDOT permit may be required.
4. The City of Punta Gorda Right-of-Way Division has final selection of all employees who work extra-duty details.
5. If a Maintenance of Traffic plan is provided by the City of Punta Gorda Right-of-Way Division, additional charges ***may*** apply.
6. Contractual services for Public Works personnel for MOT does NOT include any required Police or Fire personnel. Those services will include a separate contract for each department.
7. Payment is due within ten (10) days after the event date. Failure to submit payment within the ten (10) days, future event requests may be denied and could result in a legal collections process.
8. Cancelation of services by the Permittee (person/event requesting service) MUST be made at least five (5) days in advance. Failure to do so will result in the City of Punta Gorda Public Works Department billing permittee a $250.00 equipment rental fee.

I have read, understand and agree to the above listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail

12/1/25
Date

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
PGcode@CityofPuntaGordaFL.com

AMERICANS WITH DISABILITIES CHECKLIST

Attention Event Permit Applicants & Participants:

The following Americans with Disabilities Act (ADA) checklist requirements shall apply to all special events permitted by the City of Punta Gorda:

- ✓ All vendors have the name of the event's designated ADA Coordinator and procedures to handle requests for accommodations.
- ✓ An accessible route from site arrival points and an accessible entrance have been provided.
  - o As much as possible, the accessible route should be the same route used by other participants.
  - o Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Be at least 36 inches wide)
  - o All vendors have received the event layout outlining the accessible route and are aware that it MUST be maintained at all times.
- ✓ The layout of the event should allow people with disabilities to attain goods and services and participate in activities without assistant.
  - o Front-line staff at information and ticketing areas must have a thorough knowledge of accessible features and services offered by the event and a general sensitivity to disability issues.
- ✓ The entrance gate, main desk, or information booth must be accessible in the design and location of the space and in the information provided.
- ✓ Vendors MUST modify policies and procedures to ensure they do not discriminate against persons with disabilities. Vendors may:
  - o be required to leave their booths briefly to assist someone with limited hand dexterity in reaching their money, or need to take items from an inaccessible area to an interested individual in order to allow the individual to evaluate and select merchandise or to participate in an activity offered.
- ✓ If there is a "no pet" policy it MUST be modified to allow service animals to assist persons with disabilities in performing one or more tasks related.
- ✓ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.
- ✓ Signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. Signs should include the international symbol of accessibility, use easy-to-read typefaces, and be large enough to be read from a distance.
- ✓ Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance.

- If temporary parking lots, grass fields or dirt lots, etc. are going to be used as temporary parking areas, accessible spaces must be created and held in reserve for people with disabilities.

✓ If shuttles or other modes of transportation are made available at the event, the mode of transportation MUST also be available to those with disabilities.

✓ If the event provides seating, viewing, or assembly areas a designated section should be made available for those with disabilities.

Event organizer & ADA Coordinator shall provide a signed copy of this document to the Urban Design Division in acknowledgement and full understanding of the above stated ADA requirements that all event organizers must abide by.

For more information on planning for making temporary events accessible to people with disabilities visit https://adata.org/publication/temporary-events-guide

Event Name	ST PATRICKS DAY CELEBRATION	Organization	DOYLE PUBS II
Event Date(s)	03/17/26 – 03/18/26	Event Time(s)	07.00 AM 03/17/26 02.00 AM 03/18/26

Name of Requestor/Applicant		Designated ADA Coordinator	
Name	KEVIN DOYLE DOYLE PUBS II	Name	
Title	OWNER	Title	ALL SAME
Phone #	[redacted]	Phone #	
Email		Email	
Address		Address	

I, KEVIN DOYLE as authorized representative hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, ***by signing this form the event coordinator & ADA coordinator insures that all participants/vendors of the event have received a copy of ADA requirements and clearly understands each applicable requirement listed above.***

Signature Authorized Representative

12/1/25
Date

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title: Road Closure Request: Event Permit 26-00100005 - Nykol's Rescue Until Every Shelter Is Empty - February 26, 2026

Funds:

Recommended Action: Please review and provide approval for road closures.

Summary: Nykol's Rescue Until Every Shelter is Empty is a fund raising event to benefit a local shelter celebrating a ten year anniversary. The event will be hosted by Leroy's Southern Kitchen on February 26, 2026. The proposed street closure is a portion of Sullivan Street to West Marion. The street closure will end before the second drive-way for the adjacent car wash property and parking garage entrance.

Department/Division: Urban Design

EXHIBITS:

1. Application

CITY OF PUNTA GORDA
~~PARK RENTAL & EVENTS~~
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
ParkRental@CityofPuntaGordaFL.com
(941) 575-3367

EVENT PERMIT APPLICATION

IMPORTANT: Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity. Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature must be notarized or application will be rejected. For further information, contact the Urban Design Division.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

DATE RECEIVED: 12/12/25	**PERMIT NO:** 26-00100005
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:** January 9th
Name of Event	Nykol's Rescues Until Every Shelter Is Empty
Applicant or Organization	LeRoy's Southern Kitchen & Bar
Event Date(s)	February 28th, 2026

Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.

☐ For profit ☐ Not-for-profit (type _____, provide IRS certification) ☒ Joint Event

Name of Responsible Party	[redacted] Title [redacted]
Address	[redacted]
Phone #'s	
Description of Event	10 year anniversary for local dog Rescue & Shelter. Benefit to help raise money for expenses.

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event. In addition, an accessible route site plan is required and must include all elements outlined on the ADA Checklist provided in the event manual.

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Open Air Pavilion ☐ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To

Has this event been held in the Past?	☐ No ☒ Yes – When 2019 In attendance 100		
Anticipated Crowd Size for this event	100	Peak Hours 6-9pm	
Will there be a charge for Parking	☒ No ☐ Yes	Will off-site parking be provided	☒ No ☐ Yes
Will any type of "shuttle" service from parking to entrance be provided?	☒ No ☐ Yes –By whom_____ If yes, will the shuttle equipped for those with disabilities? ☐ No ☐ Yes		
Will there be amplified music or entertainment?	☐ No ☒ Yes	Will any street(s) or sidewalk(s) be closed?	☐ No ☒ Yes
Are off-premise directional signs or other types of advertising devices being requested?			☐ No ☒ Yes
Will tents or canopies be used?	☒ No ☐ Yes – How Many? _____ What Size? _____		
Will alcoholic beverages be sold or consumed on the premises?	☐ No ☒ Yes – Alcoholic Beverage Permit Holder LeRoy's		
Are Fireworks planned?	☒ No ☐ Yes	Does the applicant own the property where the event is to be held?	☐ No ☐ Yes
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	☒ No ☐ Yes – Name of Security Company _____		
Will food be cooked and/or catered on-site during this event?	☐ No ☒ Yes – has the Health Department been contacted ☒ No ☐ Yes		
Will temporary sanitary facilities be provided?	☒ No ☐ Yes	*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Laishley Park)	

*If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible. Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Will disposable cardboard trash receptacles be provided?	☒ No ☐ Yes Not needed
Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)	☐ No ☒ Yes – By whom? Leroy's
Are live animals going to be part of this event?	☐ No ☒ Yes – Type? Dog How Many? 3
Who is the event's designated ADA Coordinator responsible for ensuring event is accessible to those with disabilities?	Name [redacted] Phone Email Address

Will Punta Gorda Personnel be Requested?	Police ☐ No ☒ Yes	Fire ☒ No ☐ Yes	Public Works ☒ No ☐ Yes
Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of $1,000,000 per occurrence and Property Damage liability as follows: ***$100,000 for Ponce de Leon; $500,000 for Gilchrist & Laishley Park****, must be provided prior to permit approval*			
Do you have the appropriate insurance?	☐ No ☐ N/A ☒ Yes	Is the City named as an additional insured?	☐ No ☐ N/A ☒ Yes
Does this event require the use of Water?	☒ No ☐ Yes	Does this event require the use of Electric?	☐ No ☐ Yes

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	[redacted]
Address	
Phone #'	

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

[signature] Owner

Signature Organization

Lee Richardson 12-16-25

Type or Printed Name & Title Date

State of Florida
County of Charlotte

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH 436849
My Comm. Expires Aug 23, 2027

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of 16th December, 2025, by Lee Richardson, who is personally known to me or who has produced FL DL as identification.

[signature]

(Signature of Notary) (Seal)

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
PGcode@CityofPuntaGordaFL.com

AMERICANS WITH DISABILITIES CHECKLIST

Attention Event Permit Applicants & Participants:

The following Americans with Disabilities Act (ADA) checklist requirements shall apply to all special events permitted by the City of Punta Gorda:

- ✓ All vendors have the name of the event's designated ADA Coordinator and procedures to handle requests for accommodations.
- ✓ An accessible route from site arrival points and an accessible entrance have been provided.
    - As much as possible, the accessible route should be the same route used by other participants.
    - Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Be at least 36 inches wide)
    - All vendors have received the event layout outlining the accessible route and are aware that it MUST be maintained at all times.
- ✓ The layout of the event should allow people with disabilities to attain goods and services and participate in activities without assistant.
    - Front-line staff at information and ticketing areas must have a thorough knowledge of accessible features and services offered by the event and a general sensitivity to disability issues.
- ✓ The entrance gate, main desk, or information booth must be accessible in the design and location of the space and in the information provided.
- ✓ Vendors MUST modify policies and procedures to ensure they do not discriminate against persons with disabilities. Vendors may:
    - be required to leave their booths briefly to assist someone with limited hand dexterity in reaching their money, or need to take items from an inaccessible area to an interested individual in order to allow the individual to evaluate and select merchandise or to participate in an activity offered.
- ✓ If there is a "no pet" policy it MUST be modified to allow service animals to assist persons with disabilities in performing one or more tasks related.
- ✓ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.
- ✓ Signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. Signs should include the international symbol of accessibility, use easy-to-read typefaces, and be large enough to be read from a distance.
- ✓ Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance.

- If temporary parking lots, grass fields or dirt lots, etc. are going to be used as temporary parking areas, accessible spaces must be created and held in reserve for people with disabilities.

✓ If shuttles or other modes of transportation are made available at the event, the mode of transportation MUST also be available to those with disabilities.

✓ If the event provides seating, viewing, or assembly areas a designated section should be made available for those with disabilities.

Event organizer & ADA Coordinator shall provide a signed copy of this document to the Urban Design Division in acknowledgement and full understanding of the above stated ADA requirements that all event organizers must abide by.

For more information on planning for making temporary events accessible to people with disabilities visit https://adata.org/publication/temporary-events-guide

Event Name	Until Every Shelter is Empty	**Organization**	NyKol's Rescues
Event Date(s)	Feb. 28, 2026	**Event Time(s)**	

Name of Requestor/Applicant		**Designated ADA Coordinator**	
Name	[redacted]	**Name**	
Title		**Title**	
Phone #		**Phone #**	
Email		**Email**	
Address		**Address**	

I, _____ as authorized representative hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, ***by signing this form the event coordinator & ADA coordinator insures that all participants/vendors of the event have received a copy of ADA requirements and clearly understands each applicable requirement listed above.***

_____ 12/3/25

Signature Authorized Representative Date

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.

Jennifer J. Molnar,
Fire Marshal, PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

ALL VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	[redacted]		
Address			
Phone #'s			
Event Name	Nyson's Rescues	Event Date	02/28/26
Event Time	6pm to 9pm		

Signature

Organization: LeRoy's Southern Kitchen

Lee Richardson owner
Type or Printed Name & Title

Date: 12/3/25

Florida's Harborside Hometown

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

REQUEST FOR TEMPORARY CLOSING OF CITY STREETS

Request for Temporary Closing Form MUST be submitted to the Punta Gorda Public Works Department a minimum of sixty (60) days prior to the event	DATE RECEIVED:

Name of Event	Nykol's Rescues Until Every Shelter is Empty
Applicant or Organization	Leroy's Southern Kitchen
Address	[redacted]
Phone #	
Description of Event	Local dog rescue and shelter 10 year anniversary. Benefit to help raise money for expenses.

Date of Event			Time of Event			
To	2-28-26	From		Begin	6pm	End 9pm

Has this event been held in the Past? ☐ No ☒ Yes – When 2019

Proposed Road(s) to Close (Specific Locations – Include Map)	Sullivan St.
Proposed Detour Route (Include alternative road and map)	
Additional Notes & Comments **Include ADA accessible route**	

Signature: [signature] Printed Name: Lee Richardson Date: 12/3/25

Office Use Only

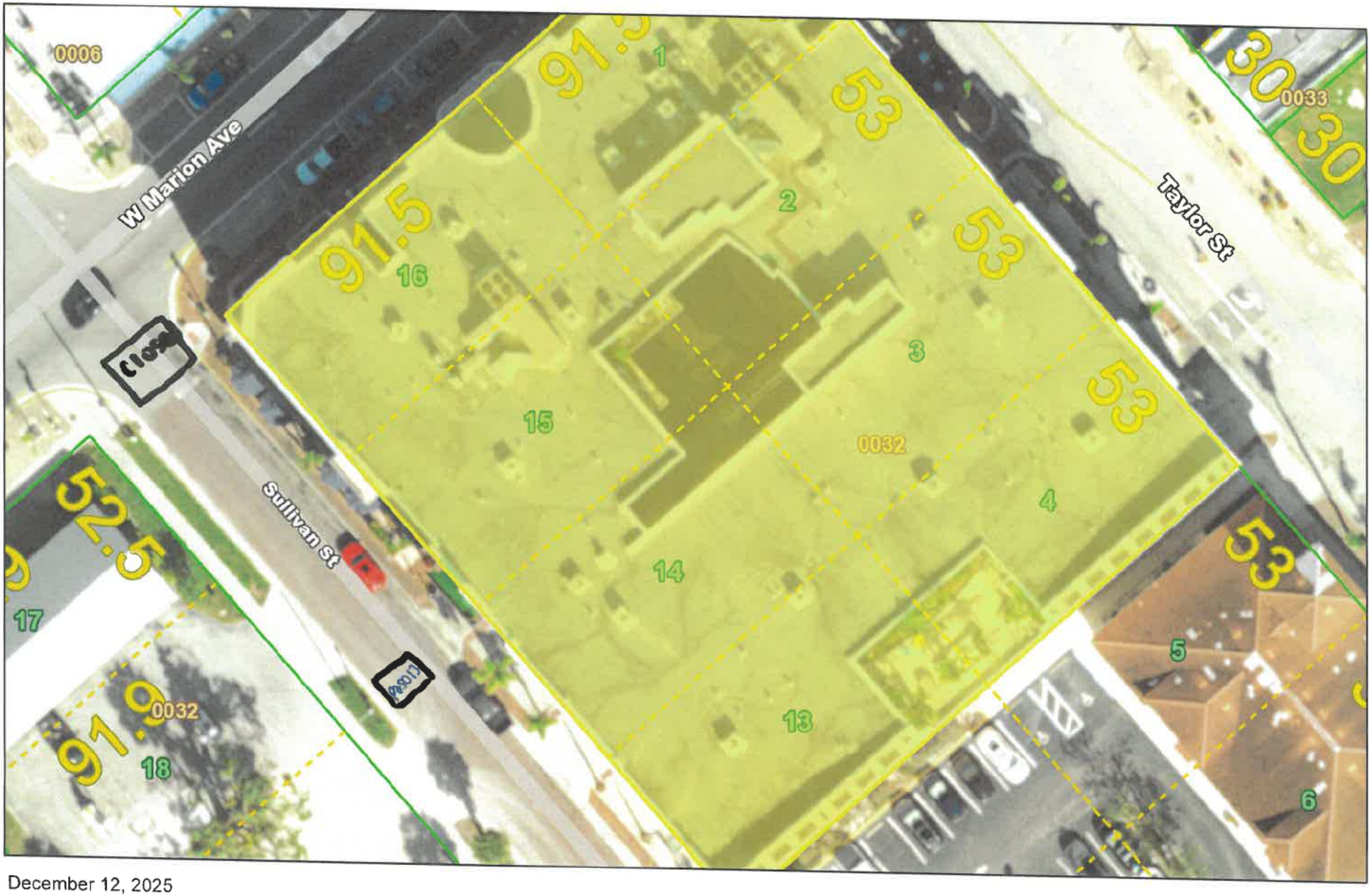
Punta Gorda Police
☐ Approved ☐ Disapproved Comment: _____ _____

Signature ☐ Type or Printed Name & Title _____ Date _____
Punta Gorda Fire
☐ Approved ☐ Disapproved Comment:

Signature ☐ Type or Printed Name & Title _____ Date _____
Punta Gorda Public Works / Engineering
☐ Approved ☐ Disapproved Comment:

Signature Type or Printed Name & Title Date

Map Layout



December 12, 2025

Override 1
Road Centerlines
Collector
Freeway
Highway
Local
Major Arterial
Minor Arterial
Unknown
Block Number
Lots
Property Ownership

1:500

0 0 0.01 0.01 mi

0 0.01 0.01 0.02 km

Charlotte County, Charlotte County GIS

Charlotte County GIS

CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE							
Event Name	Until Every Shelter is Empty			Organization	Nykol's Rescues		
Name of Permittee/Vendor	Leroy's			Title			
Address	201 W Marion Ave.	City	PG	State	FL	Zip	33950
Phone #'s	(239) 292-0337			Email address	Lee@leroyspg.com		
DATE(S) SERVICE IS NEEDED	02/28/26						
Hours	From: 6 ☐ AM ☒ PM			TO: 9 ☐ AM ☒ PM			

Numberofofficersrequested		Per hour for Officer (two hour minimum)		TotalCharge
1	X	70.00	=	$ 210.00

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.

PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED.

Description of service to be provided	Security
Report to	Leroy's Southern Kitchen 201 W Marion Ave.

I, Lee Richardson as authorized representative of Leroy's Southern Kitchen (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Signature Authorized Representative of Vendor Date 12/3/25

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit

Signature City Representative Date Permit Number

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) MUST be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury whileenforcingthecriminal,trafficorpenallawoftheStateorCityordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above listed conditions.

PUNTA GORDA POLICE DEPARTMENT

A State Accredited Excelsior Law Enforcement Agency

December 4, 2024

To: Extra Duty Police Officer Hiring Entities

Based on the Collective Bargaining Agreement, there have been changes made to the Punta Gorda Police Department's Extra Duty Police Officer hiring program. These changes will be effective December 4, 2024. This will include a rate increase to hire off duty police officers. Below is a list of the changes.

Revised rates:

Regular Security Events: **$70 per hour** (three hour minimum)

Regular Security Events Supervisor* **$80 per hour** (three hour minimum)

*Supervisor is required when five or more officers are requested or required for an event

Traffic Control Details where primary responsibility is to cross pedestrians or direct vehicles: **$78 per hour** (three hour minimum)

Holiday/Last Minute Details (details not providing three full business days notice): **$89 per hour** (three hour minimum)

Holidays include:

New Year's Eve	New Year's Day	Martin Luther King Day
President's Day	Easter Sunday	Memorial Day
Independence Day	Labor Day	Veterans Day
Thanksgiving Day	Black Friday (Day after Thanksgiving)	
Christmas Eve	Christmas Day	

Cancellation of service: must be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least two full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For unforeseen issues after normal business hours, call our Communications Center at 941-639-4111.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail

Date

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
PUBLIC WORKS DEPARTMENT
Right-of-Way Division Personnel

The following are general conditions regarding Right-of-Way Division related services:

1. Applicant must complete and submit the Street Closure application with the event permit application a minimum of 60 days prior to the event date.
2. It is the applicant's responsibility to contact the Right-of-Way Division a minimum of 60 days prior to the event to discuss Maintenance of Traffic needs.
3. FDOT permit may be required.
4. The City of Punta Gorda Right-of-Way Division has final selection of all employees who work extra-duty details.
5. If a Maintenance of Traffic plan is provided by the City of Punta Gorda Right-of-Way Division, additional charges ***may*** apply.
6. Contractual services for Public Works personnel for MOT does NOT include any required Police or Fire personnel. Those services will include a separate contract for each department.
7. Payment is due within ten (10) days after the event date. Failure to submit payment within the ten (10) days, future event requests may be denied and could result in a legal collections process.
8. Cancelation of services by the Permittee (person/event requesting service) MUST be made at least five (5) days in advance. Failure to do so will result in the City of Punta Gorda Public Works Department billing permittee a $250.00 equipment rental fee.

I have read, understand and agree to the above listed conditions.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail — Date: 12/3/25

CITY OF PUNTA GORDA

RIGHT-OF-WAY DIVISION
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5010
CityofPuntaGordaFL.com

PUBLIC WORKS DEPARTMENT VENDOR CONTRACT

PERMITTEE			
Event Name	Until Every Shelter is Empty	Organization	Nykol's Rescues
Name of Requestor/Applicant	Leroy's	Title	
Address	[redacted]		
Phone #'s			
STREET/SIDEWALK CLOSURE			
Event date	Feb. 28, 2026		
Event Hours	From: 6 ☐ AM ☒ PM	TO: 9 ☐ AM ☒ PM	

EVENT PERMITTEE MUST CONTACT PUBLIC WORKS PERSONNEL 5 DAYS PRIOR TO THE EVENT TO CONFIRM EVENT DETAILS FOR MAINTENANCE OF TRAFFIC (MOT). FAILURE TO DO SO MAY RESULT IN A MINIMUM OF A $250.00 EQUIPMENT RENTAL FEE.

I, Lee Richardson as authorized representative Of Leroy's Southern Kitchen (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Signature Authorized Representative

Date 12/3/25

Leroys
Leroys Patio
Tables
Car Wash
Lot
Car Wash
Closed
Main St

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title:	Road Closure Request: Event Permit - 26-00100006 - The Salty Tarpon American Made Band - February 14, 2026
Funds:	
Recommended Action:	For Council review and approval of road closure.
Summary:	The Salty Tarpon is hosting an event with the American Made Band to raise funds for the homeless. There will be amplified music, tents, alcoholic and road closures proposed.
Department/Division:	Urban Design

EXHIBITS:

1. Application

PAID
DEC 16 2025

CITY OF PUNTA GORDA
~~PARK RENTAL & EVENTS~~
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
ParkRental@CityofPuntaGordaFL.com
(941) 575-3367

EVENT PERMIT APPLICATION

IMPORTANT: Applications for event permits must be submitted for processing at **least sixty (60) days prior** to the event. The following information is required for all event permits issued by the City of Punta Gorda. Please be aware that approval does not exempt the applicant from any County, State or Federal criteria which may apply to such event or activity. Non-refundable application fee shall be paid at time of application or the application will be returned. Rental fees will be paid at approval of the event request. All questions must be answered, incomplete applications will be rejected. Signature must be notarized or application will be rejected. For further information, contact the Urban Design Division.

EVENTS REQUESTING TO CLOSE THE HARBORWALK FOR AN EVENT, REQUIRE SPECIAL COUNCIL APPROVAL UNLESS OTHERWISE AUTHORIZED AND LISTED IN THE EVENT APPLICATION PACKAGE. IF THE EVENT IS APPROVED TO CLOSE THE HARBORWALK, THE EVENT ORGANIZER MUST PLACE DETOUR SIGNS A MINIMUM OF 24 HOURS PRIOR TO CLOSURE INFORMING THE PUBLIC OF THE CLOSURE OF HARBORWALK AND OFFERING A DETOUR TO THE ROUTE. EVENT ORGANIZER *MUST* SUPPLY THEIR OWN DETOUR SIGNS, AFTER SUBMITTING A DIGITAL COPY OF THE SIGN, AND SIGN LOCATION PLACEMENT FOR APPROVAL.

DATE RECEIVED: 12/16/25	**PERMIT NO:** 26-00100006
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:** 1/9/26
Name of Event	The Salty Tarpon / American Made Band
Applicant or Organization	The Salty Tarpon
Event Date(s)	Saturday, February 14, 2026

Type: If event is a joint venture between a not-for-profit organization and a for-profit company, the rental rates will be charged the for-profit rate. Attach copy of non-profit status with IRS certification or copy of the State of Florida tax exemption certificate.

☑ For profit ☐ Not-for-profit (type _____, provide IRS certification) ☐ Joint Event

Name of Responsible Party	[redacted]
Address	[redacted]
Phone #'s	[redacted]
Description of Event	Live Music with American Made Band Raising money for the Homeless Childrens From 12:00 To 8:00

Event Location:
Indicate all areas intending to be used. Site plan is required at the time of application submittal, including location(s) of any signage, and/or a parade/race route, as applicable. Site plan shall indicate the areas to be used for parking, location of portable toilets and trash containers/ dumpsters as well as layout of event. In addition, an accessible route site plan is required and must include all elements outlined on the ADA Checklist provided in the event manual.

Gilchrist Park	Laishley Park	Ponce de Leon Park
☐ Open Space/Event Lawn ☐ Gazebo ☐ Large Shelter ☐ Small Shelter ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Open Air Pavilion ☐ Gazebo ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____	☐ Open Space ☐ Large Shelter ☐ Open Air Chapel ☐ Exclusive Use (Specify) _____ ☐ Other (Specify)_____

Set up Time			Event Time			Clean Up Time		
Date	From	To	Date	From	To	Date	From	To
02-13-26	12pm	4:00 pm	02-14-26	12:00pm	7:00pm	02-15-26	8:00am	12:00pm

Has this event been held in the Past?	☑ No ☐ Yes – When_____ In attendance _____		
Anticipated Crowd Size for this event	250	Peak Hours 12:00pm To 7:00pm	
Will there be a charge for Parking	☑ No ☐ Yes	Will off-site parking be provided	☐ No ☐ Yes
Will any type of "shuttle" service from parking to entrance be provided?	☑ No ☐ Yes –By whom_____ If yes, will the shuttle equipped for those with disabilities? ☐ No ☐ Yes		
Will there be amplified music or entertainment?	☐ No ☑ Yes	Will any street(s) or sidewalk(s) be closed?	☐ No ☑ Yes
Are off-premise directional signs or other types of advertising devices being requested?			☑ No ☐ Yes
Will tents or canopies be used?	☐ No ☑ Yes – How Many? 2 What Size? _____		
Will alcoholic beverages be sold or consumed on the premises?	☐ No ☑ Yes – Alcoholic Beverage Permit Holder The Salty Tarpon		
Are Fireworks planned?	☑ No ☐ Yes	Does the applicant own the property where the event is to be held?	☑ No ☐ Yes
Will private security be provided to protect exhibits, equipment or facilities brought on-site for this event	☐ No ☑ Yes – Name of Security Company Employees		
Will food be cooked and/or catered on-site during this event?	☐ No ☑ Yes – has the Health Department been contacted ☐ No ☑ Yes		
Will temporary sanitary facilities be provided?	☑ No ☐ Yes	*Portable toilets and portable hand washing facilities are REQUIRED for ANY event serving/selling food and/or beverages. (Only exception is in Laishley Park)	

*If portable toilets are provided for use by event participants, **a minimum of five percent of all units, but never less than one unit, must be accessible.** Where clusters of portable units are provided at various locations around the event site, five percent of the units in each cluster should be accessible. They should be equipped with all the accessible elements required by the Standards such as maneuvering space, grab bars, toilet paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Will disposable cardboard trash receptacles be provided?	☐ No ☑ Yes Trash cans
Will additional refuse containers/dumpsters be provided? (If serving food a dumpster is required)	☑ No ☐ Yes – By whom? _____
Are live animals going to be part of this event?	☑ No ☐ Yes – Type? _____ How Many? _____
Who is the event's designated ADA Coordinator responsible for ensuring event is accessible to those with disabilities?	Name [redacted] Phone Email Address

Will Punta Gorda Personnel be Requested?	Police ☑ No ☐ Yes	Fire ☑ No ☐ Yes	Public Works ☑ No ☐ Yes

Events on City Property. Please provide the City of Punta Gorda with a Certificate of Insurance for property and Liability coverage of the event, naming the City as additional insured. Combined Single Limit for Bodily Injury liability having minimum limits of $1,000,000 per occurrence and Property Damage liability as follows: ***$100,000 for Ponce de Leon; $500,000 for Gilchrist & Laishley Park****, must be provided prior to permit approval*

Do you have the appropriate insurance?	☐ No ☐ N/A ☑ Yes	Is the City named as an additional insured?	☐ No ☐ N/A ☑ Yes
Does this event require the use of Water?	☑ No ☐ Yes	Does this event require the use of Electric?	☐ No ☑ Yes

Telephone service shall be available on site of event for emergency purposes. Indicate the arrangements you have made for communications on-site during event. List the name of contact person responsible the day(s) of event

Name	[redacted]
Address	
Phone #'	

During review by various City Departments, additional conditions may be imposed. The permit is valid only for the time indicated on the ISSUED permit. In the event that the applicant fails to fulfill the requirement(s) (as set forth in the permit) or fails to obtain proper authorization to proceed, if conditions have changed, including but not limited to acts of God, pandemics, natural disasters, etc., or the expected outcomes, impacts, or conditions are substantially altered, then the permit will be voided immediately by authorized City Personnel.

I, the undersigned, will indemnify, defend and hold harmless the City of Punta Gorda, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Kenneth D. Tyler — Signature

Sacty Taxes — Organization

Kenneth D. Tyler - owner — Type or Printed Name & Title

12-16-25 — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of 16 December, 2025, by Charles Johnson, who is personally known to me or who has produced FL DL as identification.

Madison H — (Signature of Notary)

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH 436849
My Comm. Expires Aug 23, 20[illegible]

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
Zoning@CityofPuntaGordaFL.com

REQUEST FOR TEMPORARY CLOSING OF CITY STREETS

Request for Temporary Closing Form MUST be submitted to the Punta Gorda Public Works Department a minimum of sixty (60) days prior to the event	DATE RECEIVED:

Name of Event	American Made Fundraiser
Applicant or Organization	The Salty Tarpon
Address	[redacted]
Phone #'s	
Description of Event	

Date of Event				Time of Event			
To		From		Begin	12:00	End	7:00

Has this event been held in the Past? ☐ No ☐ Yes – When _____

Proposed Road(s) to Close (Specific Locations – Include Map)	W. Virginia Ave. – Nesbit Ave.
Proposed Detour Route (Include alternative road and map)	
Additional Notes & Comments **Include ADA accessible route**	

Signature: Kenneth D Tyree — Printed Name: Kenneth D. Tyree — Date: 11-05-25

Office Use Only

Punta Gorda Police ☐
Approved ☐ Disapproved ☐ Comment: _____

Signature ☐ Type or Printed Name & Title _____ Date _____
Punta Gorda Fire
Approved ☐ Disapproved ☐ Comment:

Signature ☐ Type or Printed Name & Title _____ Date _____
Punta Gorda Public Works / Engineering
Approved ☐ Disapproved ☐ Comment:

Signature Type or Printed Name & Title Date


SV-ALLEY
SV-HARGR
0042
E Virginia Ave
Nesbit St
Tamiami Trl
0065
0064
0043
100ft
26° 56′ 04″ N 82° 02′ 53″ W
471

CITY OF PUNTA GORDA

RIGHT-OF-WAY DIVISION
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5010
CityofPuntaGordaFL.com

PUBLIC WORKS DEPARTMENT VENDOR CONTRACT

PERMITTEE			
Event Name	American Made Fundraiser	Organization	The Salty Tarpon
Name of Requestor/Applicant	Ken Tyner	Title	Owner
Address	[redacted]		
Phone #'s			
STREET/SIDEWALK CLOSURE			
Event date	February 14, 2026		
Event Hours	From: 12:00 ☐ AM ☑ PM	TO: 7:00 ☐ AM ☑ PM	

EVENT PERMITTEE MUST CONTACT PUBLIC WORKS PERSONNEL 5 DAYS PRIOR TO THE EVENT TO CONFIRM EVENT DETAILS FOR MAINTENANCE OF TRAFFIC (MOT). FAILURE TO DO SO MAY RESULT IN A MINIMUM OF A $250.00 EQUIPMENT RENTAL FEE.

I, Kenneth D. Tyner as authorized representative
Of Salty Tarpon (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Facilities Maintenance Division and its employees will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Kenneth D Tyner
Signature Authorized Representative

11-5-25
Date

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
PUBLIC WORKS DEPARTMENT
Right-of-Way Division Personnel

The following are general conditions regarding Right-of-Way Division related services:

1. Applicant must complete and submit the Street Closure application with the event permit application a minimum of 60 days prior to the event date.
2. It is the applicant's responsibility to contact the Right-of-Way Division a minimum of 60 days prior to the event to discuss Maintenance of Traffic needs.
3. FDOT permit may be required.
4. The City of Punta Gorda Right-of-Way Division has final selection of all employees who work extra-duty details.
5. If a Maintenance of Traffic plan is provided by the City of Punta Gorda Right-of-Way Division, additional charges ***may*** apply.
6. Contractual services for Public Works personnel for MOT does NOT include any required Police or Fire personnel. Those services will include a separate contract for each department.
7. Payment is due within ten (10) days after the event date. Failure to submit payment within the ten (10) days, future event requests may be denied and could result in a legal collections process.
8. Cancelation of services by the Permittee (person/event requesting service) MUST be made at least five (5) days in advance. Failure to do so will result in the City of Punta Gorda Public Works Department billing permittee a $250.00 equipment rental fee.

I have read, understand and agree to the above listed conditions.

_____ _____

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail Date

PUNTA GORDA POLICE DEPARTMENT

A State Accredited Excelsior Law Enforcement Agency

December 4, 2024

To: Extra Duty Police Officer Hiring Entities

Based on the Collective Bargaining Agreement, there have been changes made to the Punta Gorda Police Department's Extra Duty Police Officer hiring program. These changes will be effective December 4, 2024. This will include a rate increase to hire off duty police officers. Below is a list of the changes.

Revised rates:

Regular Security Events: **$70 per hour** (three hour minimum)

Regular Security Events Supervisor* **$80 per hour** (three hour minimum)

*Supervisor is required when five or more officers are requested or required for an event

Traffic Control Details where primary responsibility is to cross pedestrians or direct vehicles: **$78 per hour** (three hour minimum)

Holiday/Last Minute Details (details not providing three full business days notice): **$89 per hour** (three hour minimum)

Holidays include:

New Year's Eve	New Year's Day	Martin Luther King Day
President's Day	Easter Sunday	Memorial Day
Independence Day	Labor Day	Veterans Day
Thanksgiving Day	Black Friday (Day after Thanksgiving)	
Christmas Eve	Christmas Day	

Cancellation of service: must be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least two full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For unforeseen issues after normal business hours, call our Communications Center at 941-639-4111.

Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail

Date

CITY OF PUNTA GORDA

FIRE DEPARTMENT
1410 TAMIAMI TRAIL
PUNTA GORDA, FL 33950
(941) 575-5529
CityofPuntaGordaFL.com

SPECIAL EVENT SAFETY CHECKLIST

Attention Event Permit Applicants & Participants:

The following fire safety requirements shall apply to all special events in the City of Punta Gorda.

- ✓ All tents and canopies under which any type of cooking or warming of food items is conducted will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ Use of electrical or gas powered equipment will be required to have a fire retardant certification on the canvas or be separated from other structures and tents by 10' (foot) spacing. Permits may be required contact the Fire Marshal for details.
- ✓ All vendors with electrical power, cooking or food warming and any flammable hazards will be required to have a State certified (state tagged) portable fire extinguisher mounted within the vendor area. All fire extinguishers will be a minimum size of 5 pounds, ABC type.
- ✓ All vendors cooking with oils or grease type products will need to have absorbent material for any spills (i.e., sand or kitty litter).
- ✓ Any cooking equipment shall be in good operational condition (LP tanks, hoses, generators, grills and electrical appliances). All appliances shall be properly secured and out of egress pathways.
- ✓ Gasoline containers shall be approved types and shall not be stored under tents or in egress pathways.
- ✓ LP tanks shall be properly secured from any falling or tipping hazards and kept clear of egress pathways.
- ✓ Extension cords shall be heavy duty outdoor use type. Cords shall not be spliced together or tied in knots. Extension cords shall be kept clear of standing water and where they pass through pedestrian areas shall be secured, as to not cause trip hazards.

Jennifer J. Molnar,
Fire Marshal, PGFD

Event coordinator shall provide a signed copy of this document to the Fire Department in acknowledgement and full understanding of the above stated fire safety requirements that all event participants must abide by

All VENDORS MUST ACKNOWLEDGE RECEIPT IN ORDER TO PARTICIPATE IN A CITY EVENT

By signing this form the event coordinator insures that all participants/vendors of the event have received a copy of these listed requirements and clearly understands each applicable requirement listed.

Name	[redacted]				
Address					
Phone #'s					
Event Name	American Made	Event Date	02-14-2026	Event Time	_____ to _____

Signature: Kenneth D Tyner — Organization: SAFETY TAMPER

Type or Printed Name & Title: Kenneth D. Tyner — Date: 11-15-25

CITY OF PUNTA GORDA

ZONING & CODE COMPLIANCE
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
PGcode@CityofPuntaGordaFL.com

AMERICANS WITH DISABILITIES CHECKLIST

Attention Event Permit Applicants & Participants:

The following Americans with Disabilities Act (ADA) checklist requirements shall apply to all special events permitted by the City of Punta Gorda:

- ✓ All vendors have the name of the event's designated ADA Coordinator and procedures to handle requests for accommodations.
- ✓ An accessible route from site arrival points and an accessible entrance have been provided.
    - As much as possible, the accessible route should be the same route used by other participants.
    - Once a route has been mapped out, it must be identified with signs if it deviates from paths used by the general public. (Be at least 36 inches wide)
    - All vendors have received the event layout outlining the accessible route and are aware that it MUST be maintained at all times.
- ✓ The layout of the event should allow people with disabilities to attain goods and services and participate in activities without assistant.
    - Front-line staff at information and ticketing areas must have a thorough knowledge of accessible features and services offered by the event and a general sensitivity to disability issues.
- ✓ The entrance gate, main desk, or information booth must be accessible in the design and location of the space and in the information provided.
- ✓ Vendors MUST modify policies and procedures to ensure they do not discriminate against persons with disabilities. Vendors may:
    - be required to leave their booths briefly to assist someone with limited hand dexterity in reaching their money, or need to take items from an inaccessible area to an interested individual in order to allow the individual to evaluate and select merchandise or to participate in an activity offered.
- ✓ If there is a "no pet" policy it MUST be modified to allow service animals to assist persons with disabilities in performing one or more tasks related.
- ✓ If portable toilets are provided for use by event participants, a minimum of five percent of all units, but never less than one unit, must be accessible.
- ✓ Signage is needed to direct the public to the location of accessible parking spaces, passenger drop-off points and transit stops and accessible entrances and gates. Signs should include the international symbol of accessibility, use easy-to-read typefaces, and be large enough to be read from a distance.
- ✓ Accessible parking spaces must be level and adjoin an accessible route to entrances. Accessible parking spaces should be placed as close as possible to the accessible entrance served by the parking area to minimize the need for a person with a disability to travel long distances to merely arrive at the entrance.

- If temporary parking lots, grass fields or dirt lots, etc. are going to be used as temporary parking areas, accessible spaces must be created and held in reserve for people with disabilities.

✓ If shuttles or other modes of transportation are made available at the event, the mode of transportation MUST also be available to those with disabilities.

✓ If the event provides seating, viewing, or assembly areas a designated section should be made available for those with disabilities.

Event organizer & ADA Coordinator shall provide a signed copy of this document to the Urban Design Division in acknowledgement and full understanding of the above stated ADA requirements that all event organizers must abide by.

For more information on planning for making temporary events accessible to people with disabilities visit https://adata.org/publication/temporary-events-guide

Event Name	American made Fundraiser	**Organization**	The Salty Tarpon
Event Date(s)	February 14, 2026	**Event Time(s)**	12:00 PM To 7:00 PM

Name of Requestor/Applicant		**Designated ADA Coordinator**	
Name	[redacted]	**Name**	[redacted]
Title		**Title**	
Phone #		**Phone #**	
Email		**Email**	
Address		**Address**	

I, _____ as authorized representative hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these conditions in all respects if a permit is issued at a result of this application. In addition, ***by signing this form the event coordinator & ADA coordinator insures that all participants/vendors of the event have received a copy of ADA requirements and clearly understands each applicable requirement listed above.***

_____ 11-15-25

Signature Authorized Representative Date

CITY OF PUNTA GORDA

POLICE DEPARTMENT
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-5533
CityofPuntaGordaFL.com

OFF DUTY VENDOR CONTRACT – POLICE DEPARTMENT

PERMITTEE			
Event Name	American Made Fundraiser	Organization	The Salty Tarpon
Name of Permittee/Vendor	Kenneth D. Tyner	Title	Owner
Address	[redacted]		
Phone #'s			

DATE(S) SERVICE IS NEEDED

Hours	From: 12:00 ☐ AM ☑ PM	TO: 7:00 ☐ AM ☑ PM

Numberofofficersrequested		Per hour for Officer (two hour minimum)		TotalCharge
	X		=	$

ALL FEES WILL BE PAID PER THE CURRENT CITY'S CALCULATED RATE FOR THE CITY EMPLOYEE AT THE TIME OF THE EVENT. PLEASE CONTACT EACH DEPARTMENT FOR THE CURRENT CITY'S CALCULATED RATE.

PAYMENTS WILL BE MADE WITHIN TEN (10) DAYS OF THE EVENT UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. IF THE PERMITTEE/VENDOR CANCELS THE DETAIL ON THE DAY OF THE EVENT, A THREE (3) HOUR MINIMUM PER OFFICER WILL BE CHARGED.

Description of service to be provided	
Report to	

I, Kenneth D. Tyner as authorized representative of Salty Tarpon (hereafter "Permittee") hereby acknowledge that I have read and understand the attached "Conditions of Permit" and that Permittee will abide by and be subject to these condition in all respects if a permit is issued at a result of this application. In addition, that Punta Gorda Police Department and its member will not be held liable for damages or injuries by Permittee that may be caused be a third party in connection with services provided under this permit.

Kenneth D Tyner
Signature Authorized Representative of Vendor Date 11-15-25

The above application for permit is hereby granted, and above application together with the attached "Conditions of Permit are hereby adopted, by reference, and are made part of and constitute terms and conditions of this permit. Expiration date of this permit

Signature City Representative Date Permit Number

ALL PERMITS MUST BE OBTAINED 10 DAYS PRIOR TO THE EVENT DATE

Punta Gorda

Off Duty Vendor Contract
CONDITIONS OF PERMIT
Extra-Duty Law Enforcement/Security Related Services

The following are general conditions that the person/business requesting Extra-Duty Law Enforcement/Security:

1. If you require assistance with a scheduled detail after normal administrative hours (M-F 8:00am-4:30pm), contact must be made with the Operations Captain on duty by calling 941-575-5533.
2. Extra-Duty employment shall be suspended any time a conflict is found to exist, the employment interested with the member's primary duties as a law enforcement officer, is in violation of State or Federal law or Office policy.
3. The rate charged an employer for extra-duty law enforcement security related services shall be standardized hourly rate established by the City of Punta Gorda Police Department which shall include compensation of personnel, any applicable employment taxes, and any administrative costs to administer the program.
4. Payment for any services directly to the member is strictly prohibited. The City of Punta Gorda Police Department will be responsible for collecting such payment and making disbursement to the member.
5. Extra Duty law enforcement services shall be performed within the boundaries and jurisdiction of Punta Gorda.
6. The person/business making the request for Extra-Duty law enforcement services, may request a particular member to work the detail, however the City of Punta Gorda Police Department has final selection of all members who work extra-duty law enforcement details.
7. If no particular member is requesting to work the Extra-Duty law enforcement detail, the City of Punta Gorda Police Department reserves the right to forward the contract to the Charlotte County Sheriff's Office and the person/business holding the event will be billed at the Charlotte County Sheriff's Office current billing rate.
8. The person/business requesting the extra-duty law enforcement service will make payment within ten (10) days of the service being performed. Payment will be made to the City of Punta Gorda Police Department and will accompany the application for request of services.
9. Cancellations of service by the Permittee (person/business requesting service) MUST be made during normal business hours (Monday through Friday 7:30 a.m. to 4:00 p.m.) at least 2 full business days before the scheduled event. No cancellations will be accepted on weekends, holidays, or after 4:00 p.m. Notification of cancellations must be made via email to: nnahra@cityofpuntagordafl.com and jdavoult@cityofpuntagordafl.com. For the unforeseen issues after normal business hours, call our Communications Center at 941-639-4111. Failure to do so will result in the City of Punta Gorda Police Department billing permittee for three (3) hours minimum for administrative cost.
10. If the employment has been sanctioned and authorized as provided in this policy, liability and Worker's Compensation Insurance Coverage provided by the Police Department will be in effect if the off-duty officer sustains an injury whileenforcingthecriminal,trafficorpenallawoftheStateorCityordinances while the member is performing extra-duty law enforcement/security related employment.
11. All permits must be obtained 10 days in advance. In emergency situations, exceptions may be made by the program administrator.

I have read, understand and agree to the above listed conditions.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title: Anchoring Limitation Area

Funds: If Council elects to explore implementing an anchoring limitation area, funds will be needed to have an architect/engineer create an official measurement for the location of the limitation area. Signage and buoys will also need to be purchased and installed. Estimates will be obtained for the cost of implementing a program and City Council approval will be requested prior to expenditures.

Recommended Action: City Council direction regarding implementing an anchoring limitation area in the Peace River adjacent to Gilchrist Park.

Summary: The City of Punta Gorda has experienced a number of derelict vessels located in the Peace River adjacent to Gilchrist Park over the years. The investigation process for derelict vessels is complex and can take months to complete leading to the vessels sinking and causing environmental and navigational hazards. The Punta Gorda Police Department also frequently receives complaints about individuals living on vessels that do not belong to them, and in many cases, these vessels are in disrepair. Gilchrist Park then becomes a haven for these individuals to hang out at the park, drinking alcohol, and intimating other visitors.

This part of the river has become a long-term storage area for vessels that are not being used. These vessels ultimately will break anchor during storms, strike the Gilchrist Bridge or City seawalls, and become at risk of becoming derelict with lack of maintenance. During the recent hurricanes, several of the vessels stored in the basin washed ashore and took months to remove from the park.

Having an anchoring limitation area will improve the waterway located in front of Gilchrist Park by reducing the number of at risk or derelict vessels. It will also allow officers to impound/remove vessels that are in violation of FSS 327.4108. This will help prevent vessels from being stored and/or abandoned in this area.

Florida SS 327.4108 allows counties to create an anchoring limitation area that prohibits vessels from being anchored longer than 45 days. The statute specifically refers to "counties" so the City will need to partner with Charlotte County to create the limitation area. Staff is requesting City Council's direction on exploring the implementation of an anchoring limitation area.

Department/Division: Police

EXHIBITS:

1. Anchoring Limitation Area Presentation
2. Vessels Gilchrist Park and Surrounding Areas
3. Gilchrist Park Derelict Vessels from Hurricanes Milton and Helene

Anchoring Limitation Area and Long-Term Anchoring

January 14, 2026

Punta Gorda

The Issue

- The City of Punta Gorda has experienced a number of derelict vessels in front of Gilchrist Park over the years.
- The investigation process for derelict vessels is complex and can take months to complete. This often leads to vessels sinking and causing environmental and navigational hazards.
- We also frequently receive complaints about individuals living on vessels that do not belong to them or are in disrepair. Gilchrist Park then becomes a haven for these individuals to hang out at the park, drinking alcohol, and intimating other visitors.

The Issue

- The basin has become a long-term storage area for vessels that are not being used.
- These vessels ultimately will break anchor during storms, strike the Gilchrist Bridge or City seawalls and become at risk of becoming derelict with lack of maintenance.
- During the recent hurricanes, several of the vessels stored in the basin washed ashore and took months to remove from the park.

Possible Resolution to the Issue

- SB 164 (F.S.S. 327.4111) became effective January 1, 2026. This requires vessel owners to apply for a permit from FWC if they plan to anchor longer than 14 days in any area within 1 nautical mile of a mooring field. The permit is good for 1 year.
- Florida SS 327.4108 allows counties to create an anchoring limitation area that prohibits vessels from being anchored longer than 45 days.

Senate Bill 164 – Vessel Accountability

327.4111 Long-term anchoring (takes effect January 1, 2026)

(1) As used in this section, the term “long-term anchoring” means anchoring a vessel within 1 linear nautical mile of a documented anchorage point for 14 days or more within a 30-day period.

(2) The commission shall, at no cost to the applicant, issue a permit for the long-term anchoring of a vessel within the waters of this state upon receiving an application…[that contains owner and vessel info]

Senate Bill 164 – Vessel Accountability

3) The long-term anchoring permit established under this section is specific to one vessel only. However, a person may obtain more than one permit. A permit must be renewed or updated for each long-term anchoring location. Long-term anchoring permits expire 1 year from the date of issuance and may be revoked if the permitted vessel is a derelict vessel as defined in s. 823.11, is at risk of becoming derelict, or is operated or occupied on waters of this state in violation of s. 327.53.

(4) A person who engages in long-term anchoring of a vessel within the waters of this state without a valid long-term anchoring permit commits a noncriminal infraction, punishable as provided is s. 327.73.

Senate Bill 164 – Vessel Accountability

A vessel that is the subject of three or more violations of F.S.S. 327.4111 that occur within a 24-month period and that result in dispositions other than acquittal or dismissal must be declared a public nuisance and subject to ss. 705.103(2) and (4) and 499 823.11(3).

The commission, an officer of the commission, or a law enforcement agency or officer specified in s. 327.70 may relocate, remove, or cause to be relocated or removed such public nuisance vessels from waters of this state.

SS 327.4108 – Anchoring Vessels in Anchoring Limitation Areas

(2)(a) Notwithstanding s. 327.60(2)(f), a county, except for Monroe County, may establish, in accordance with this subsection, an anchoring limitation area adjacent to urban areas that have residential docking facilities and significant recreational boating traffic.

SS 327.4108 – Anchoring Vessels in Anchoring Limitation Areas

Anchoring Limitation Areas must meet following requirements:

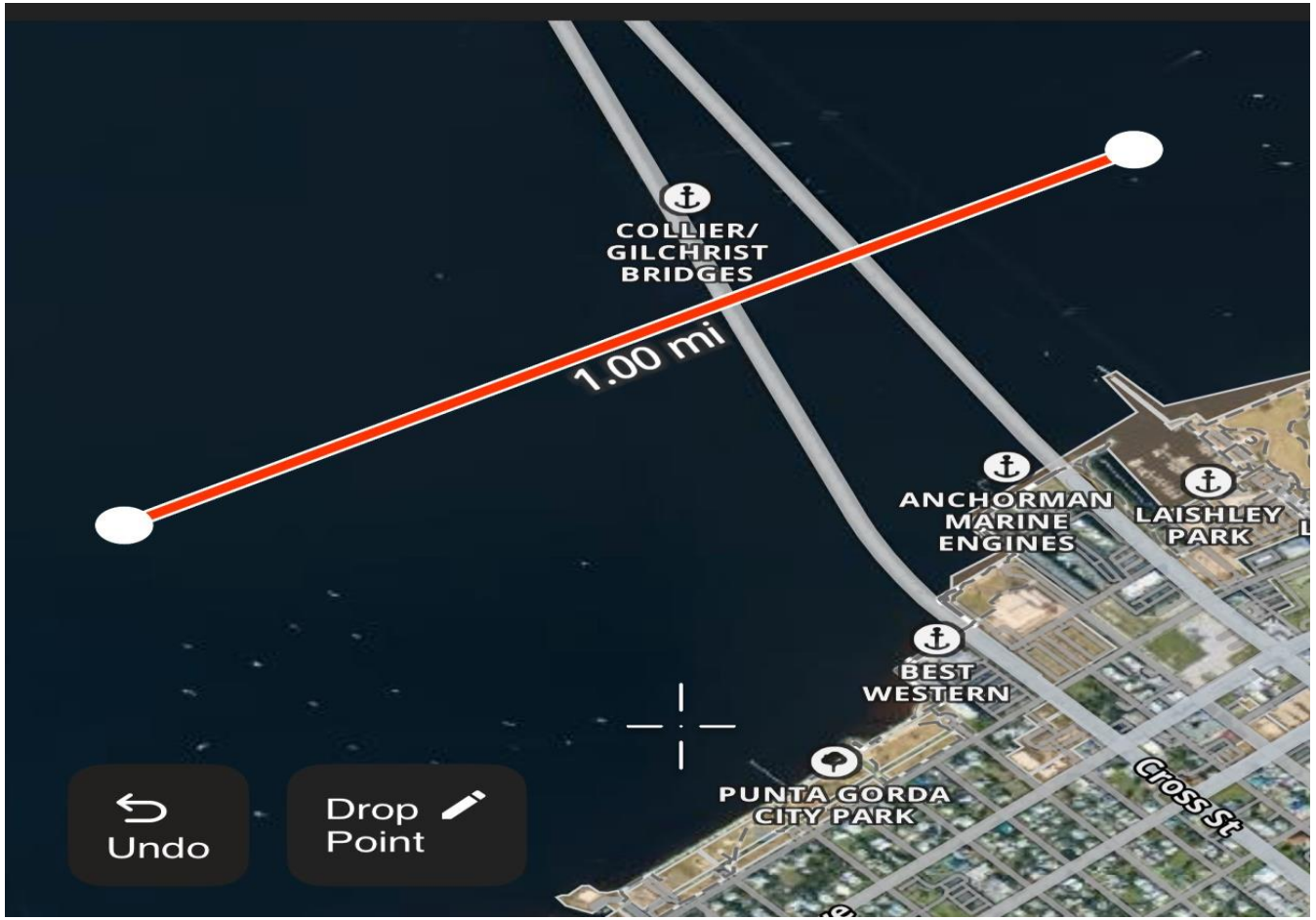
1. Be less than 100 acres in size
2. Not include a mooring field or marina; and be clearly marked with signs and buoys

A person may not anchor a vessel for more than 45 days in a 6-month period in an ALA

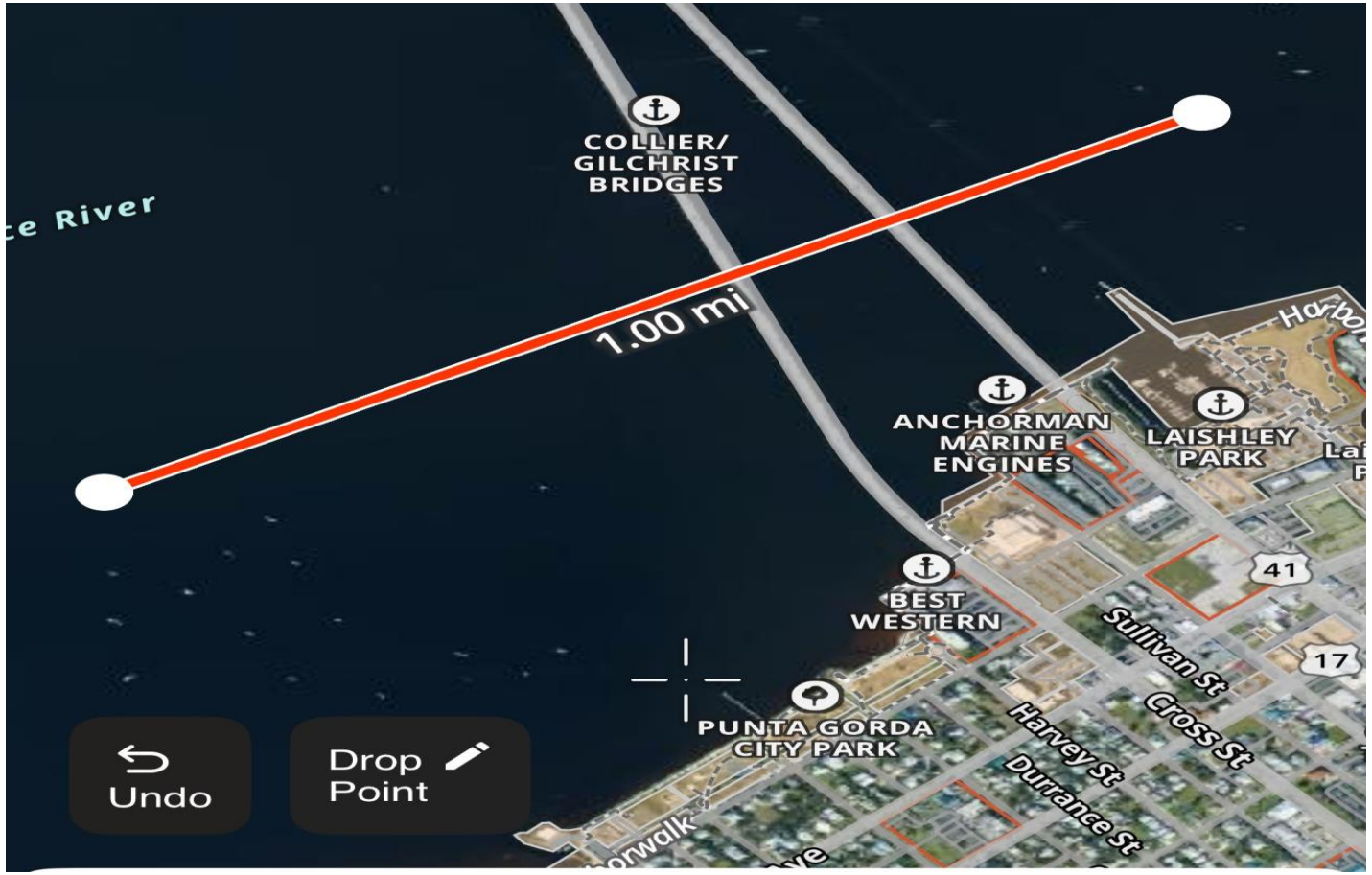
SS 327.4108 – Anchoring Vessels in Anchoring Limitation Areas

- If a vessel owner or operator fails or refuses to provide proof that the vessel has not exceeded the limitations described in subsection (2), the law enforcement officer or agency may issue a citation for a violation of this section.
- A law enforcement officer or agency may remove a vessel from an anchoring limitation area and impound the vessel for up to 48 hours, or cause such removal and impoundment, if the vessel operator, after being issued a citation for a violation of this section: 1. Anchors the vessel in violation of this section within 12 hours after being issued the citation; or 2. Refuses to leave the anchoring limitation area after being directed to do so by a law enforcement officer or agency.
- A vessel that is the subject of more than three violations within 12 months which result in dispositions other than acquittal or dismissal shall be declared to be a public nuisance and subject to s. 705.103 (lost or abandoned property if not derelict) or, for a derelict vessel, subject to s. 823.11.
- A law enforcement officer or agency acting under this subsection to remove or impound a vessel, or to cause such removal or impoundment, shall be held harmless for any damage to the vessel resulting from such removal or impoundment unless the damage results from gross negligence or willful misconduct.

Possible Anchoring Limitation Areas – 1 Nautical Mile from Laishley Mooring Field (using Northernmost mooring ball)



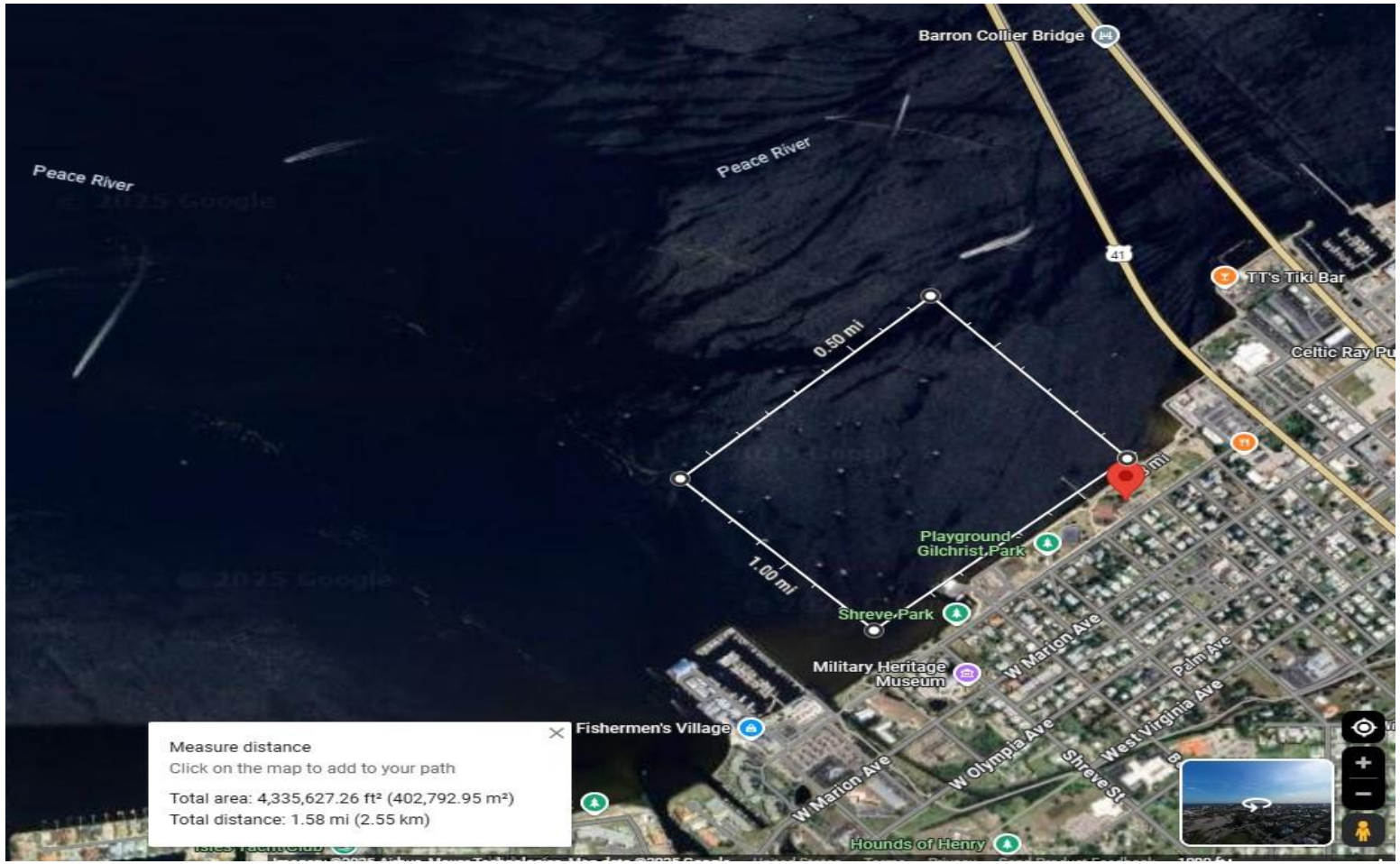
Possible Anchoring Limitation Areas - 1 Nautical Mile from Laishley Mooring Field (using Southside mooring ball)



Possible Anchoring Limitation Areas Outside of 1 Nautical Mile from Mooring Field



Possible Anchoring Limitation Area



Year	Agency	Area	Hurricane	DV
2021	CCSO	Charlotte Harbor		DV
2022	CCSO	Charlotte Harbor		DV
2022	FWC	Laishley		DV
2022	FWC	Gilchrist Park		DV
2022	FWC	Laishley	Hurricane Ian	
2022	FWC	Fishermans Village	Hurricane Ian	
2022	FWC	Gilchrist Park	Hurricane Ian	
2022	FWC	us 41 and Peach River	Hurricane Ian	
2023	FWC	Fishermans Village	Hurricane Ian	
2023	FWC	Fishermans Village	Hurricane Ian	
2023	FWC	Fishermans Village	Hurricane Ian	
2023	FWC	Fishermans Village	Hurricane Ian	
2023	FWC	Fishermans Village	Hurricane Ian	
2023	FWC	Fishermans Village	Hurricane Ian	
2023	FWC	Fishermans Village	Hurricane Ian	
2023	FWC	Gilchrist Park	Hurricane Ian	
2023	FWC	Laishley	Hurricane Ian	
2023	FWC	us 41 and Peach River		DV
2023	FWC	Fishermans Village		DV
2023	FWC	Laishley	Hurricane Ian	
2023	FWC	Laishley	Hurricane Ian	
2023	FWC	Gilchrist Park		DV
2024	CCSO	Live Oak		DV
2024	CCSO	Live Oak		DV
2024	CCSO	Live Oak		DV
2024	FWC	Charlotte Harbor		DV
2024	FWC	Charlotte Harbor		DV
2024	FWC	Fishermans Village	Hurricane Helene	
2024	FWC	Fishermans Village	Hurricane Milton	
2025	FWC	Gilchrist Park		DV
2025	FWC	Laishley		DV
2025	FWC	Gilchrist Park		DV
2025	FWC	Gilchrist Park		DV

2024-047922	955 w retta	HIN cdrm2007l899	30' carver "Amor Fati" inside impact courtyard. Beached.
2024-47925	955 w retta	FL4351NB	12' powered dinghy, flipped/beached Impact parking garage.
2024-047926	w retta/shreve	n/a	vision sb, beached off road at retta/shreve.
2024-047937	802 w retta esplanadeq	FL4238RA	42' carver, beached, both owners in Ohio, no rms
2024-047939	750 w retta	FL4189GL	1992 Luhrs, 32' "Alexandra". No contact.
2024-047942	750 w retta	FL4829HV	white SB beached in bayfront parking lot.
2024-047944	400 w retta	FL5582TF	endeavor SB, white/blue, beached on tennis courts at gilchrist.
2024-047945	400 w retta	FL2351SN	31' hunter SB, "endless summer" stuck in laishley. No rms
2024-047946	400 w retta	poss hull TDL35135C191	white/blue SB stuck by gazebo in gilchrist. Unk owner. "Someday"
2024-047961	400 w retta	unk	blue/red SB, stuck by roundabout off gilchrist. No info on owner. "solsten"
2024-047963	400 w retta	FL9316RY	39' san remo wellcraft, stuck by roundabout in gilchrist.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title: Fire Department Relocation Project

Funds:

Recommended Action: For Council discussion and approval

Summary:

If approved, the new office space would provide much-needed room for both sleeping quarters and functional work areas within the currently overcrowded Public Safety Building. At present, administrative offices in the building are occupied during regular business hours, Monday through Friday, and sit vacant during evenings and weekends. Relocating administrative staff who operate during business hours to the new space—until a full remodel can be completed—would immediately free up additional, usable space for firefighters.

As staffing and operational needs have grown, closets and wash rooms have been converted into makeshift offices to bridge space limitations. However, there are no remaining areas to repurpose, and the facility has reached a point where the lack of adequate space is no longer sustainable.

Department/Division: Fire

EXHIBITS:

1. Fire Admin Relocation Presentation


FIRE DEPT. ADMIN.
RELOCATION PROJECT
PUNTA GORDA FIRE DEPARTMENT

HERALD CT. RENOVATION

RECEPTION AREA



PLUMBING AND WATER HEATER / OFFICE SPACE



CEILING TILES



OLD COFFEE AND TEA SPACE

2 OFFICES, REMOVE KNEE WALL

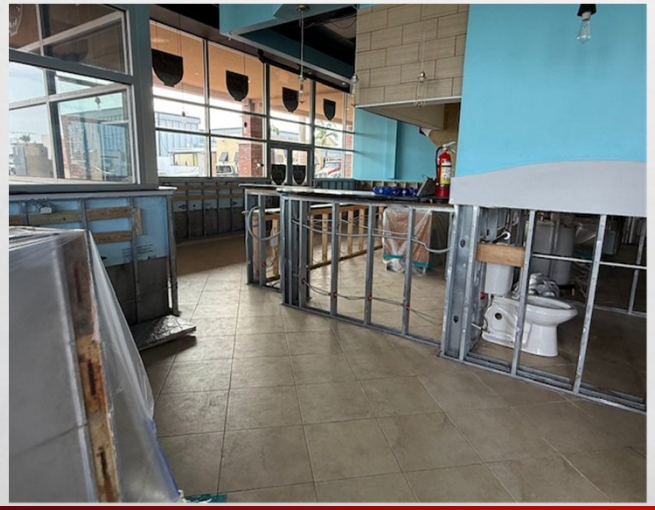


KITCHEN AREA

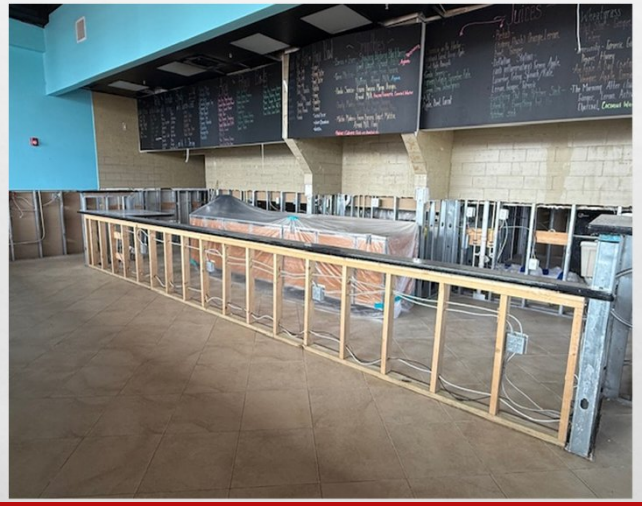


HERALD CT. GORDA BOWLS UNIT

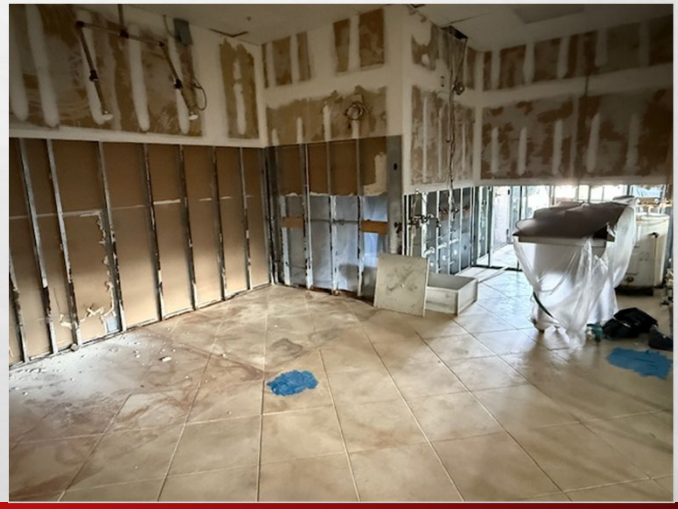
DRYWALL REPAIR



BUILD AND REMOVE WALLS

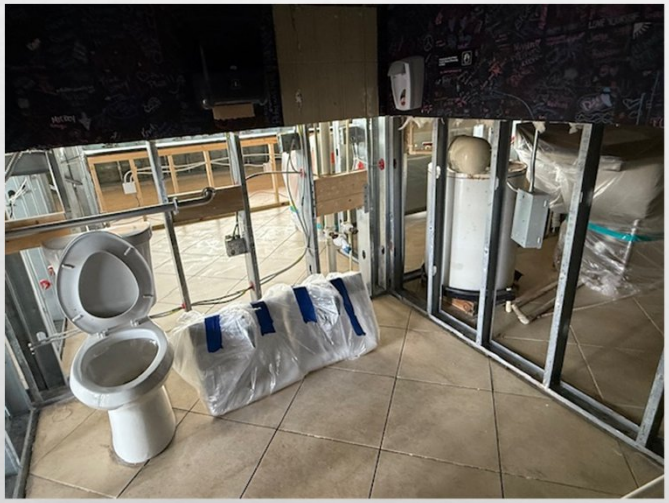


STORAGE AREA / DRYWALL



HERALD CT GORDA BOWLS AREA

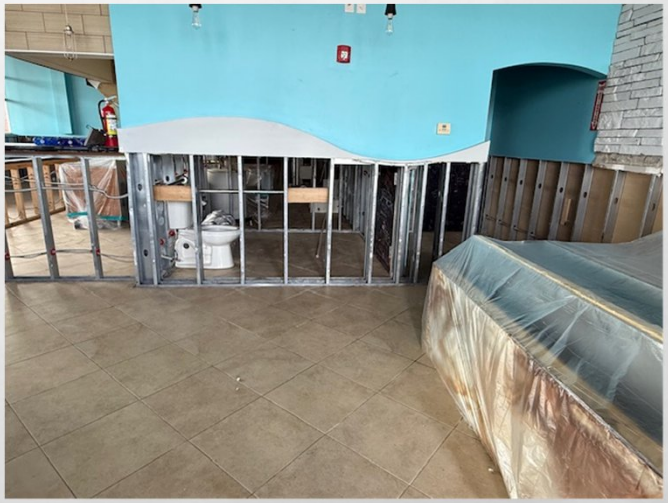
BATHROOM REMODEL



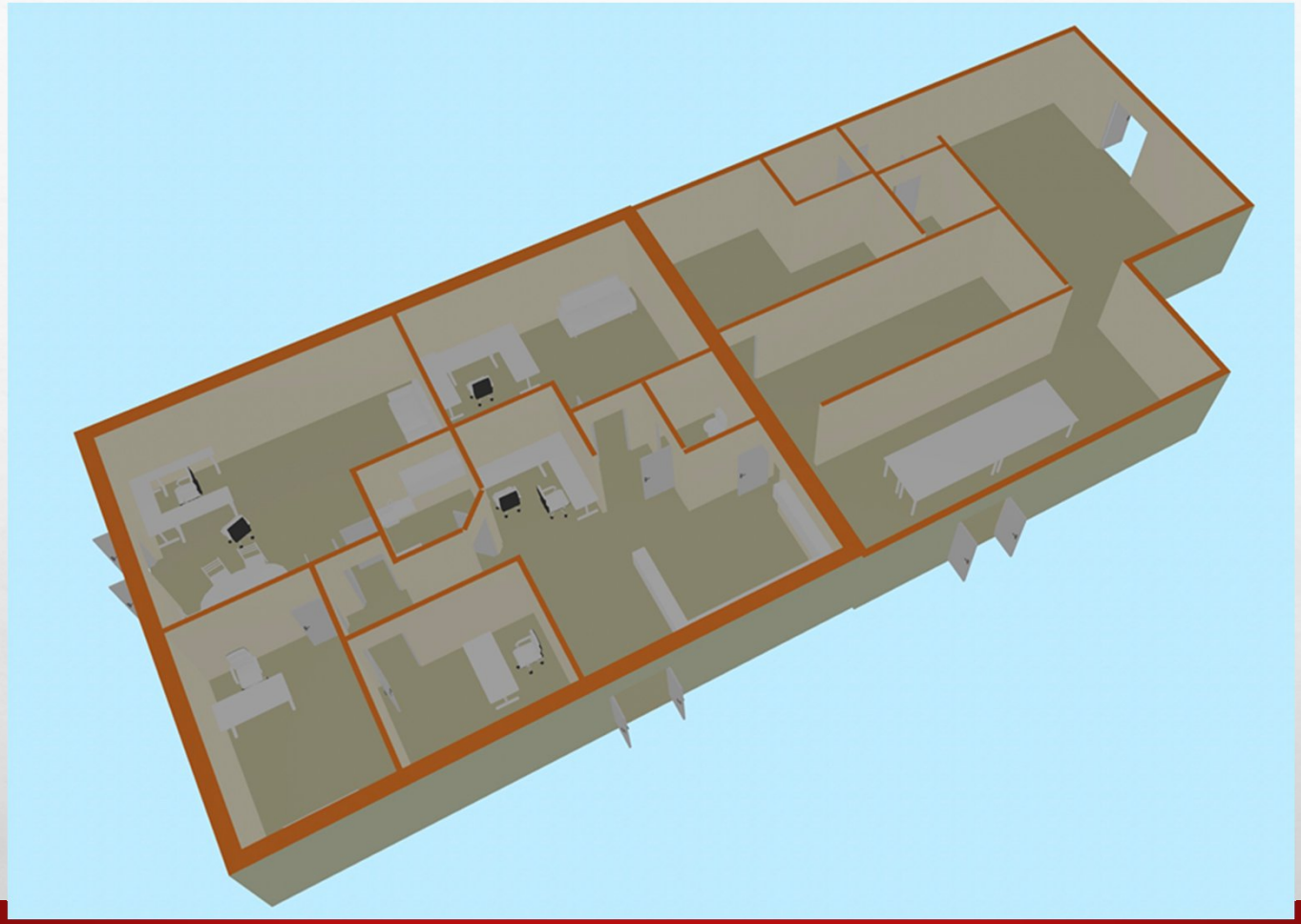
REMOVE PLUMBING



BREAK AREA




Executive Assistant
Training Chief
Fire Marshal
Inspectors
Operations Chief
Fire Chief



• Epoxy Flooring	$16,860
• Electrical Work	$ 6,000
• Drywall Repairs	$ 3,000
• Paint	$ 1,500
• Hot Water Tanks x 2	$ 1,000
• Doors & Hardware x 10	$ 2,580
• Vinyl Wall Base	$ 1,000
• Ceiling Tile	$ 3,000
• Fire Sprinkler Drops	$ 3,000
• Kitchen Remodel	$ 1,200
• IT install and Equipment	$ 6,000
• Frame out new Offices	$ 400
• Reception Area w/ Desk	$2,000
• Permit Fee	$ 800
• Misc. Items	$ 1,000
• TOTAL	$49,340

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

REGULAR AGENDA

Title: Project Updates

Funds:

Recommended Action: For informational purposes only.

Summary: City Council update regarding status of priority projects and grants.

Department/Division: City Manager

EXHIBITS:

1. FY2025-FY2026 Grant Updates
2. Public Works Project Log
3. UT-Project Log 12-30-25

Grants FY2025-FY2026

Grants	Name	Funding Parter	Amount	Comments
APPLIED FOR AND AWARDED				
	2026 MAC Revolving Boat Fund	WCIND-County	$5,000	
	2026 CVA Clean Vessel Act	FDEP	$27,000	
	2025 FDACS – Arbor Day Grant - Forestry ~$1,200	Forestry	$1,200	
	Elevate Florida – Pre-award and 2 entered agreement	FEMA/FDEM		
	RFI / SRF Drinking Water - Water Treatment Plant Reverse Osmosis and Well Field	FDEP	$56,000,000	Total Requested $56,000,000 Authorized loan $ 35,139,169 Principal forgiveness $ 17,569,584 To be repaid $ 17,569,584
	RFI / SRF Clean water - Wastewater	FDEP	$10,280,000	For wastewater: requested $10,280,000 authorized loan $5,140,000 principal forgiveness $5,140,000 To be repaid $5,140,000
APPLIED AND WAITING FOR RESULTS				
	2027 MAC Revolving Boat Fund	WCIND-County	$5,000	
	CDBG-DR – Communication Equipment for Police – Florida Department of Commerce	FloridaCommerce (federal)	$1,700,000	
	CDBG-DR – CIPP and Lift Station 30	Florida Department of Commerce (Federal)	$25,000,000	
	2025 FDACS – Forestry	FDACS (Federal)	$47,000	
APPLIED AND NOT AWARDED				
	BRIC - Water Treatment Plant Reverse Osmosis and Wellfield - FEMA (Defunded)	FEMA (Defunded)	$40,000,000	
	Tree Canopy for Linear Park	T-Mobile Home Town Grant Spring (not awarded)	$20,000	
	Trail Go - CHEC Trail Maintenance	FDEP	$160,000	
	Tree Canopy for Linear Park	T-Mobile Hometown Grants Fall	$20,000	
	FRDAP – Bayfront Park Pavilion	FDEP	$980,000	
	SS4A (Safe Streets 4 All) - Accessory Pedestrian Signals 20 intersections	DOT (Federal)	$300,000,000	
APPLICATION IN PROCESS: FY 2026	FDEP - RTP - Nature Trail - ADA Improvement (50%)	FDEP (Federal)	$450,000	
	2026 FDACS – Linear, Gilchrist and Sculpture Park - Hurricane Ian Recovery (25%)	FDACS (Federal)	67,000	
	MAC - Boat Club Dredging	WCIND - County	225,000	
	HMGP - Watershed Master Plan (25%)	FDEM / FEMA (Federal)	$300,000	

REVISED
11:13 am, Dec 30, 2025

Public Works Master Project Log

Priority Schedule
1 - [Highest] Critical, immediate action required
2 - [High] Important, but can wait a short period
3 - [Medium] Moderate, can be scheduled for near future
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Percentage of Completion
5% - Job folder created
10% - Beginning exploratory investigation SOW, SOV in progress
25% - Completion & submittal of requisition package [SOW, SOV, exhibits, etc]
35% - Review of draft documents from procurement in progress
45% - Bid has been released or procurement is actively requesting quotes
50% - Purchase order issued or Work Order generated and OK for project start
55% - Project kick off meeting and project start
60% - Approximately 25% of construction or design complete
70% - Approximately 50% of construction or design complete
80% - Approximately 75% of construction or design complete
90% - Substantial completion of construction has been reached or design is at least 90% complete
95% - Construction or design is complete and the project is in the closeout phase.

Priority	Assigned	Project #	Project Name	Location	Project Code	Account Number	FEMA	Requisitions	Purchase Orders	Notes [LATEST IN DAILY LOG] & Milestones [IN BOLD]	Completion %
	TM	PW-25-002	Gilchrist Park Restrooms	Kiddie Land & Harborwalk West	MILGIL	113-0919-519.46-12	YES	67881 - Harborwalk Restroom Restore 67882 - Kiddie Land Restroom Restore	55027 - Harborwalk & Kiddie Land	**3.5.2025** **REQ 67881 - Harborwalk Restroom Restore** **REQ 67882 - Kiddie Land Restroom Restore** **3.10.2025** **PW approved both REQ** **9.16.2025** **PO 55027 issued - Harborwalk & Kiddie Land** 12-4-2025 All inspections have passed and permits have been closed	**95%**
	AF	PW-25-003	Gilchrist Park Gazebo	Gilchrist Park	MILGIL IANGZB	113-0919-519.46-12	YES	68991 - Gazebo Repairs		**10.8.2025** **SOW & SOV completed** **11.25.2025** **REQ 68991 - Gazebo Repairs** 12.30.2025 Contacted procurement. Purchase order to be issued today or tomorrow.	**45%**
	AF	PW-25-004	Laishley Marina Floating Docks Temp Repair	Laishley Marina	MILMAR	113-0945-575.46-00	YES			12.29.2025 Materials list given to Don Ryan for order.	**10%**
	TM	PW-25-005	Laishley Fishing Pier	Laishley Marina	MILLAI	113-0945-575.63-00	YES	68720 - Hans Wilson Pier Re-assessment	55253 - Hans Wilson Pier Re-assessment	**10.8.2025** **REQ 68720 - Hans Wilson pier re-assessment** **10.27.2025** **PO 55253 issued - Hans Wilson pier re-assessment** 12.29.2025 Contacted Hans Wilson for status update on report. Expects to have completed next week.	**50%**
	AF	PW-25-006	Laishley Day Dock	Laishley Marina	LPMGDS	450-0945-575.34-00	NO	68892 - Day Dock Repairs	55303 - MCG Day Dock Repairs	**10.30.2025** **REQ 0000068892 submitted - MCG repairs** **11.12.2025** **PO 55303 issued - MCG Day Dock Repairs** **12.4.2025** **MCG completed fascia and rub rail replacement. Waiting for SOW actual.** 12.15.2025 Reminder email sent to Candice to submit SOW actual	**95%**
	ABC	PW-25-007	Adrienne Pier	Adrienne	MILPRS	113-1515-519.46-00	NO			12.29.2025 Consulted with Hans Wilson to determine next steps.	**10%**
	AF	PW-25-008	Ponce Park Concrete Dock	Ponce de Leon Park	PONDOC	301-3004-519.63-00	NO	68899 - Hans Wilson Permitting		**10.31.2025** **REQ 68899 submitted - Hans Wilson permitting [Ponce Park]** **11.3.2025** **Budget amendment entered to reassign funds to new project code** 12.1.2025 Discovered REQ was hung up in system. Had to reopen and click through "OK" & "Continue" to push through system. Approved and passed through.	**25%**
	AF	PW-25-009	Bayfront Dinghy Docks	Punta Gorda Boat Club	MILBAY	113-0919-519.46-12	YES			**10.8.2025** **SOW & SOV completed** 12.29.2025 Consulted with Hans Wilson to determine next steps.	**10%**
	TM	PW-25-011	Cooper Rec Main Building Repairs	Cooper Rec	IANCOO	113-1515-519.46-01	YES			11.5.2025 Removed 40 gallon electric water heater from SOW/SOV. Facilities to replace. Jenn created work order	**50%**

	FAC	PW-25-012	Cooper Rec Main Building Flood	Cooper Rec	MILREC	113-1515-519.46-01	YES			11.6.2025 Cody submitting REQ for Damex	10%
	TM	PW-25-013	Public Safety Repairs	1410 Tamiami	IANPSB	113-1515-519.46-01	YES			10.27.2025 ABC hold for mold	10%
	CH	PW-25-014	Gilchrist Pickle Tennis Fence & Resurfacing	Gilchrist Park	MILGIL	113-0919-519.46-00	YES	68819 - Fence & Refurb		**10.22.2025** **REQ 68819 submitted - Fence & Refurb** 12.18.25 PW submitted addendum to provide alternative qualification process for vendors that are not CGC or RG licensed to procurement. Discussion continues with procurement and building on what is required. Awaiting response from building on license requirements.	45%
		PW-25-015	Herald Court Centre Repairs	Herald Court	IANHCT	113-1515-519.46-01	YES			10.29.2025 SOW submitted to ABC for review	10%
	AF	PW-25-016	Laishley Boat Ramp Docks	Laishley Marina	LPMGDS	450-0945-575.34-00	NO	68858 - Hans Wilson Permitting		**10.27.2025** **REQ 68858 submitted - Hans Wilson permitting** 12.1.2025 REQ 68858 was updated to reflect proper cost	25%
	ABC	PW-25-017	MLK Pier	MLK	MILPRS	113-1515-519.46-00	YES			12.29.2025 Consulted with Hans Wilson to determine next steps.	10%
	SU	PW-25-019	Herald Court Inspection	Herald Court		113-1515-519.62-01		64229 - Inspection [Original] 66826 - Inspection add Hurricane & Membrane		**4.4.2022** **REQ 64229 submitted - Inspection [original]** **5.23.2025** **REQ 66826 submitted - Inspection add hurricane & membrane**	25%
	ABC	PW-25-020	Henry Street Crosswalk Study	Henry Street	HNRIMP	118-3007-541.63-93	NO	67550 - Conduct Study		**11.22.2024** **REQ 67550 submitted - Conduct study** **12.4.2024** **PW approved REQ** **12.11.2025** **Bid released**	45%
	SU	PW-25-022	Herald Court Sealing	Herald Court				68834 - Herald Court Sealing		**10.22.2025** **REQ 68834 - Herald Court sealing** **10.24.2025** **PW approved REQ** **12.2.25** **PW completed review draft bid documents.**	35%
	TM	PW-25-023	Council Chambers	City Hall	CHPRRH		NO	68987 - Council Chambers Repair/Remodel		**11.26.2025** **REQ 68987 - PW Approved - Construction Checklist needs completion by Bldg and UD** 12.30.25 Worked with building official to update plans to meet ADA requirements. Updated schedule of values for procurement. Bid docs under review.	35%
	AF	PW-25-024	Pirate Ship	Gilchrist Park	IANKID	113-0919-519-6324		66827		12.19.25 PW is working with procurement to move bid forward. PW works coodinating with vendor to ensure pirate ship and shade structure are compatible with each other and breaking up the SOV by storm.	35%
	ABC	PW-25-025	Harborwalk Condo Boardwalk	Harborwalk							5%
	ABC	PW-25-026	Mooring Field	Laishley							5%
	TM	PW-25-027	Ponce Park Boardwalk	Ponce de Leon Park							5%
		PW-25-028	Laishley Pumpout Bldg	Laishley Marina							5%
	AF	PW-25-029	Lashley Marina Basin	Laishley Marina	MILMAR	113-0945-575.46-00	NO	68998 - Hurricane Damage Assessment		**11.26.2025** **REQ 68998 Hurricane Damage Assessment (no access to account error)** **12.10.2025** **REQ 68998 Hurricane Damage Assessment submitted** 12.29.2025 Consulted with Hans Wilson to determine next steps.	25%
	SU	PW-25-030	Boca Grande Storm Water	Boca Grande Blvd	CABGDI CABGD2 CABGD3 CADGD4	301-3004-541-6320 118-3007-541-6320		69043 - Boca Grande Construction		**12.12.2025** **Req 69043 entered**	25%
		PW-25-031									
		PW-25-032	Lactation Station	Annex			NO			12.29.2025 Information passed to Don Ryan for ordering.	10%

REVISED
12:49 pm, Dec 30, 2025

		PW-25-033	Boat Ramp Emergency Pile	Laishley	LPMGDS	450-0945-575.34-00	NO	69023 - Emergency Pile Replacement	55381 - MCG Replace Piling	**12.5.2025** **REQ 69023 submitted.** **PO 55381 issued.** **12.8.2025** **MCG completed pile replacement. Waiting for SOW actual**. 12.15.2025 Reminder email sent to Candice to submit SOW actual	**95%**
		PW-25-034	Downtown Flooding - Phase III	Downtown	DWTNFD	301-3004-541-6316	NO	67406 - Downtown Flood Study Phase III	55023 - Kimley-Horn	12-17-25 Watson Civil notified the surveyor that they couldn't survey in the construction areas without an indemnification agreement on 12-15-25. PW has reached out to Watson Civil to try and resolve this issue.	**55%**
		PW-25-035	Public Safety_FDEP	1410 S Tamiami Trail			NO			12.18.25 Public works continues coordination with FDEP and MAS Environmental on the project to determine which agreeement option the City would like to move forward with in response to the FDEP Petroleum Cleanup Participation Program (PCPP).	**10%**
		PW-25-036	Fire Training Tower	10051 Burnt Store Rd			NO			12.19.25 PW completed review of foundation design.	**10%**

Utilities Master Project Log

Priority Schedule
1 - [Highest] Critical, immediate action required
2 - [High] Important, but can wait a short period
3 - [Medium] Moderate, can be scheduled for near future
4 - [Low] Can be deferred and completed when time allows
5 - [Lowest] Little to no impact if not completed

Percentage of Completion
5% - Job folder created
10% - Beginning exploratory investigation SOW, SOV in progress
25% - Completion & submittal of requisition package [SOW, SOV, exhibits, etc]
35% - Review of draft documents from procurement in progress
45% - Bid has been released or procurement is actively requesting quotes
50% - Purchase order issued or Work Order generated and OK for project start
55% - Project kick off meeting and project start
60% - Approximately 25% of construction or design complete
70% - Approximately 50% of construction or design complete
80% - Approximately 75% of construction or design complete
90% - Substantial completion of construction has been reached or design is at least 90% complete
95% - Construction or design is complete and the project is in the closeout phase.
100% - Project complete [Pay apps, closeout documents and final turnover]

Priority	Project Name	Location	Project Code	Account Number	Notes [LATEST IN DAILY LOG] & Milestones [IN BOLD]	Completion %
1	AMI Meter System Replacement	UTADMIN	AMIMTR	411-8423-533-31-14	AMI Study Complete Draft AMI RFP Package Received	**60%**
2	Utility Water and Wastewater Master Plan	UTADMIN	UTMAST	411-8423-533-31-14	Developing scope.	**5%**
3	WWTP Air Condititionng	WWTP	WWBUIL	411-8711-535-62-10		**100%**
1	WTP Carbon Slurry System Replacement	WTP	CARBON	411-8422-533-63-04	The next step is to request a design build contract from Procurement to rehabilitate and restore the surface WTP process facilities. A new carbon system can be part of the surface WTP rebuild.	
2	Airport Road Water Main Replacement	DISTRIBUTION SYSTEM	AIRPWM	411-8423-533-63-21	Next step is to prepare a draft scope of engineering services, and award a PO to prepare design plans for bid.	**45%**
2	Bal Harbor Water Main Replacement	DISTRIBUTION SYSTEM	BALHWM	411-8423-533-63-21	Next step is to prepare a draft scope of engineering services, and award a PO to prepare design plans for bid.	**45%**
2	Aqui Esta Water Main Replacement	DISTRIBUTION SYSTEM	ESTAWM	411-8423-533-63-21	Next step is to prepare a draft scope of engineering services, and award a PO to prepare design plans for bid.	**45%**
2	Soccoro Water Main Replacement	DISTRIBUTION SYSTEM	SOCCWM	411-8423-533-63-21	Next step is to prepare a draft scope of engineering services, and award a PO to prepare design plans for bid.	**45%**
2	Solona Water Main Replacement Upgrade	DISTRIBUTION SYSTEM	SOLWMU	411-8423-533-63-21	Next step is to prepare a draft scope of engineering services, and award a PO to prepare design plans for bid.	**45%**
2	Via Tripoli Water Main Replacement	DISTRIBUTION SYSTEM	VIATWM	411-8423-533-63-21	Next step is to prepare a draft scope of engineering services, and award a PO to prepare design plans for bid.	**45%**
2	Lift Station 30 Gravity Rehab	WW COLLECTIONS SYSTEM	LS30GS	411-8536-535-63-28	Next step is to prepare a draft scope of services for engineering design, then request engineering services contract from Procurement.	**10%**
2	Lift Station 56 Rehab	WW COLLECTIONS SYSTEM	LS56GS	411-8536-535-63-28	Next step is to prepare a draft scope of services for engineering design, then request engineering services contract from Procurement.	**10%**
1	US41 North Bound Utility Relocation	WW COLLECTIONS SYSTEM	US41NB	411-8536-535-63-28	WW collections will need to adjust MH ring at Henry Street as part of US 41 re-paving by FDOT. Project bid date was Sept 18, 2025. Water Dist. will need to adjust water valves.	**100%**

1	WWTP (Biosolids) Land Application	WWTP	LANDAP	411-8711-535-63-31	completed the DEP permit.	50%
2	WWTP Bio-Solids Off-Site Disposal	WWTP	OS-DIS	411-8711-535-63-31	Preliminary Design Report contract awarded to CDM. 9 months for completion, PO awarded 12-3-25	
1	WWTP Improvement/Expansion	WWTP	WWPEXP	411-8711-535-63-31		90%
2	WWTP Tank Coating	Master & Booster Pumping Facilities	WWP-TC	411-8711-535-63-31	Under construction. 82% complete Nov 2025. Project completion Oct 2026.	45%
1	WW Master & Booster Pumping Facility Upgrades	Master & Booster Pumping Facilities	MPFUPG	411-8711-535-63-33	Contract for PDR awarded to CDM 5-20-25. Estimated completion 12 months.	60%
1	WW Booster Pumping Facility Generator Replacement	Master & Booster Pumping Facilities	WWGEN	411-8711-535-63-39	Project was combined with MPF Upgrade.	
1	WWTP Pond Liner Replacement	WWTP	WWPOND	411-8711-535-63-43		
2	Curred In Place Pipe Lining	WW COLLECTIONS SYSTEM	CIPPLN	411-8536-535-63-56		
1	Henry St. 20" Force Main Replacement Crossing at I-75	WW COLLECTIONS SYSTEM	I75RFM	411-6836-535-63-67		55%
2	Riverside Drive Force Main Extension	WW COLLECTIONS SYSTEM	RIVFM	411-8536-535-63-67	Project design awarded to McKim and Creed 5-20-25. Very little progress at this time.	100%
1	WTP Alum Tank Storage Replacement	WTP	ALMTNK	411-8422-533-65-02	Under construction by Odyssey	70%
1	WTP RO Acid Feed System Repair / Restoration	WTP	ROACID	411-8422-533-65-02	Under construction by Odyssey	70%
1	WTP Ammonia Feed & Storage System Replacement	WTP	WPAMMO	411-8422-533-65-02	Under construction by Odyssey	70%
2	WTP Water Use Permit	UTADMIN	RO-WUP	411-8422-533-65-02		
2	WTP Steel Building	WTP	WPBUIL	411-8422-533-65-02		
1	WTP RO Plant & Well Field Expansion	WTP	WTP-ROX	411-8422-533-65-02	The next step is to request a design build contract from Procurement to deliver the RO Expansion, turn key, under one contract.	25%
1	Shell Creek WTP Surface Water Plant Rehabilitation	WTP	WTPSWX	411-8422-533-65-02	The next step is to request a design build contract from Procurement to rehabilitate and restore the surface WTP process facilities.	
3	Septic to Sewer (Area 1)	UTADMIN	S2SA1	411-8536-535-65-03	GWE has been selected to prepare construction plans. The next step is to direct GWE that the project design will be gravity sewer. The next step is for the City to develop a plan for funding the construction project, and perform public information for the property owners. City to purchase land required for lift station facilities.	
1	Burnt Store Rd Elevated Tank Improvement / Replacement	UTADMIN	BOOST	411-8422-533-65-06	JEI has been selected for engineering services. The next step will be to develop a scope of services to evaluate options for maintaining the existing elevated tank, or replacement with a new ground storage tank. The engineer will need to prepare a Preliminary Design Report detailing the proposed project and develop a cost estimate. Once the PDR is accepted by City Council, then the engineer will prepare construction plans.	45%

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title:	**Announcement of Vacancies:** Burnt Store Isles Canal Advisory Committee (1 regular and 1 alternate)
Funds:	Not applicable.
Recommended Action:	Staff recommends City Council announce the vacancies.
Summary:	Mr. Stuart Griffin Burgh's term is expiring February 14, 2026, and he is not seeking reappointment. The vacancy will be for a regular with a three-year term expiring 2029. Under the Committee's new bylaws, there is also a vacancy for 1 alternate seat with a three-year term expiring 2029. **Burnt Store Isles Canal Advisory Committee (BSI CAC)** – Meets monthly on the second Tuesday at 1:30 p.m. in City Council Chambers. Must be resident of Burnt Store Isles Canal Maintenance Assessment District. Five-member board with one alternate member. Three-year terms. Maximum of three terms. Financial disclosure required. Makes recommendations to City Council on effective maintenance of existing canals, waterways and navigable channels within the district, together with the maintenance and reconstruction of seawalls. Holds public hearings and makes final decision on petitions for Canal Construction Special Permits.
Department/Division:	City Clerk

EXHIBITS:

1. Burnt Store Isles Canal Advisory Committee

City of Punta Gorda, FL

Burnt Store Isles Canal Advisory Committee

Board Details

Makes recommendations to City Council on effective maintenance of existing canals, waterways and navigable channels within the district, together with the maintenance and reconstruction of seawalls. Holds public hearings and makes final decision on petitions for Canal Construction Special Permits. Must be resident of Burnt Store Isles Canal Maintenance Assessment District to apply.

Overview

Size 6 Seats

Term Length 3 Years

Term Limit 3 Terms

Contact

Name Laurel Adelmund

Email ladelmund@cityofpuntagordafl.com

Phone (941) 575-5002

Additional

Documents for New Appointees

Meetings

Regular meetings of the Burnt Store Isles Canal Advisory Committee are held at the Laishley Community Room, 120 Laishley Court, the second Tuesday of each month at 1:30 p.m., unless noticed otherwise. All meetings shall be open to the public.

Duties

A. Make recommendations to the City Council on: 1. The effective maintenance of existing canals, waterways and navigable channels, including the Burnt Store Isles boat lock, within the district together with the maintenance and reconstruction of bulkheads and retaining walls. 2. The adoption of construction standards for seawalls, docks, davits, boat lifts and associated pilings. 3. The proposed fiscal year operational budget, sources of revenue and any other expenditure of funds for the district. 4. Proposed ordinances or resolutions pertaining to district operations. 5. Requests to include lands not currently included within the district. 6. Requests for variances located on land abutting and lying within six feet of the seawall. B. Review and consider comments and concerns from residents related but not limited to enforcement issues such as excessive boat speeds, excessive wake, anchoring in navigable channels, illegal netting, operation of boats without lighting and interference with navigation in order to make recommendations and/or forward to the applicable City enforcement department. C. Decide on petitions for variances to the provisions of Punta Gorda Code Chapter 6, Article 2, Section 2-1.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title:	**Announcement of Vacancies:** Code Enforcement Board (2 regular and 2 alternates)
Funds:	Not applicable.
Recommended Action:	Staff recommends City Council announce the vacancies.
Summary:	There is a vacancy for an alternate term expiring July 26, 2026. Mr. Ronald Muschong was also recently appointed to a regular seat, thereby creating a vacancy for another unexpired alternate term until August 6, 2027. Subsequently, Mr. Muschong has resigned from the Code Enforcement Board, creating a vacancy for an unexpired term until August 6, 2027. Additionally, Robert Engelhart forfeit his seat on the Code Enforcement Board as he has missed two consecutive meetings of the Code Enforcement Board (Florida Statute 162.05(3)(e)), thereby creating a vacancy for an unexpired term until September 5, 2027. Mr. Engelhart has indicated he will seek reinstatement on the Code Enforcement Board. **Code Enforcement Board** – Meets monthly on the 3rd Thursday at 9:00 a.m. in City Council Chambers. Must be City resident. Seven-member board with two alternate members. Three-year terms. Maximum of three terms OR partial term plus 2 more terms. Financial disclosure required. Hears and decides alleged violations of the City Code of Ordinances.
Department/Division:	City Clerk

EXHIBITS:

1. Code Enforcement Board

City of Punta Gorda, FL

Code Enforcement Board

Board Details

Hears and decides alleged violations of the City Code of Ordinances. Must be City resident to apply.

Overview

Size 9 Seats

Term Length 3 Years

Term Limit 3 Terms

Contact

Name Morgan Schneider

Email mschneider@cityofpuntagordafl.com

Phone (941) 575-3352

Additional

Documents for New Appointees

Chapter_9a_Code_Enforcement.pdf

Meetings

Regular meetings of the Code Enforcement Board are held at the Laishley Community Room, 120 Laishley Court, the third Thursday of each month at 9:00 a.m., unless otherwise noticed. All meetings shall be open to the public. Due to the quasi-judicial nature of the Code Enforcement Board, public comment is not permitted unless requested as sworn witness testimony by the respondent or City staff.

Duties

The Code Enforcement Board shall have the power to: (a) Adopt rules for the conduct of its hearings. (b) Subpoena alleged violators and witnesses to hearings. Subpoenas may be served by sheriff's service or by the police department of the City or some other law enforcement officer or other person designated by City Council. (c) Subpoena records, surveys, plats and other evidentiary material. (d) Take testimony under oath. (e) Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance. (f) Issue fines pursuant to Section 9A-8 of this Chapter and include therein all costs incurred in prosecuting the case before the Code Enforcement Board. Such costs shall be included in the lien authorized by this Chapter. (g) Reduce or compromise fines upon such terms and conditions as the Code Enforcement Board deems reasonable and just. (h) The Code Enforcement Board shall serve as an equalizing board to hear and consider any and all complaints concerning the amount of any special assessment established pursuant to the procedures set forth in Chapter 9, Article I, Section 9-5, Punta Gorda Code, and shall adjust and equalize the special assessments, when it deems such action is necessary. The Code Enforcement Board may only adjust or equalize the established special assessment upon a showing by an interested party that the amount of the established special assessment is unreasonable or that the property will not derive any special benefit from the improvements made by the City. The Code Enforcement Board shall follow the procedures set forth in Chapter 9, Article I, Section 9-5, Punta Gorda Code. (i) Pursuant to Chapter 9, Article II, Section 9-7, Punta Gorda Code, the Code Enforcement Board shall hold a hearing to consider objections by property owners to the City’s intent to revoke an exemption under the City’s Mandatory Lot Mowing Program. At such hearings, it should be the property owner’s burden to demonstrate good cause why the exemption should not be revoked. The Code Enforcement Board shall issue a written order either granting or denying a property owner’s request that their exemption should not be revoked. (j) Pursuant to Chapter 9, Article II, Section 9-7, Punta Gorda Code, the Code Enforcement Board shall have the duty and responsibility to hold hearings to consider any objections or defenses to the levy of a lien against the delinquent properties under the City’s Mandatory Lot Mowing Program. The owner of record of any property proposed to be liened for delinquent lot mowing fees, or any person having an interest therein, may appear at the hearings and voice any objections to the proposed lien or the amount thereof. Objections may also be submitted in writing either prior to or at the time of the hearing. At the hearing, the Code Enforcement Board may recommend to City Council a modification or correction of any proposed lien amount, provided that no lien amount may be increased over the amount in the proposed roll. After the hearing, the Code Enforcement Board shall certify the delinquent user fee roll to the City Council. (k) Pursuant to Chapter 9, Article II, Section 9-8, Punta Gorda Code, the Code Enforcement Board shall hear all appeals by any person aggrieved by any order or notice issued by the City pursuant to the City’s Mandatory Lot Mowing Program. It shall be the burden of any aggrieved person to demonstrate that the contested order or notice was unreasonable. (l) The Code Enforcement Board shall have such other duties and powers as assigned to it by the City Council pursuant to duly adopted ordinances of the City.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title:	**Announcement of Vacancies:** Police Officers' Pension Board (1 City resident member)
Funds:	Not applicable.
Recommended Action:	City Council announce the vacancy.
Summary:	Jaha Cummings's term as a City resident representative on the board will end March 20, 2026. He is eligible for reappointment. The next term will be for a 4-year period until March 20, 2030. ***Police Officers' Pension Board*** – Meets quarterly & as called in Council Chambers. Five members – two City residents at-large, two pension plan members and one member appointed by the Board. Four-year terms – no maximum. Financial disclosure required. Charged with management of the Police Officers' Pension Fund.
Department/Division:	City Clerk

EXHIBITS:

1. Police Officers' Pension Board

City of Punta Gorda, FL

Police Officers' Pension Board

Board Details

Charged with management of the Police Officers’ Pension Fund. Members must be Plan members or City residents.

Overview

Size 5 Seats

Term Length 4 Years

Term Limit N/A

Contact

Name Chrissy Stoker

Email Christine.Stoker@foster-foster.com

Phone n/a

Additional

Documents for New Appointees

Meetings

Regular meetings of the Board are held at the Laishley Community Room, 120 Laishley Court, quarterly as established by the Board, unless noticed otherwise. All meetings shall be open to the public.

Duties

Charged with management of the Police Officers’ Pension Fund.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title:	**Announcement of Vacancies:** Punta Gorda Isles Canal Advisory Committee (1 alternate)
Funds:	Not applicable.
Recommended Action:	Staff recommends City Council announce the vacancy.
Summary:	Under the Committee's new bylaws, there is a vacancy for an alternate member. The appointment will be for a three-year term expiring January 29, 2029. **Punta Gorda Isles Canal Advisory Committee (PGI CAC)** – Meets monthly on the third Monday at 1:30 p.m. in City Council Chambers. Must be resident of Punta Gorda Isles Canal Maintenance Assessment District. Five members with 1 alternate member. Three-year terms. Maximum of three terms. Financial disclosure required. Makes recommendations to City Council on effective maintenance of existing canals, waterways and navigable channels within the district, together with the maintenance and reconstruction of seawalls. Holds public hearings and makes final decision on petitions for Canal Construction Special Permits.
Department/Division:	City Clerk

EXHIBITS:

1. Punta Gorda Isles Canal Advisory Committee

City of Punta Gorda, FL

Punta Gorda Isles Canal Advisory Committee

Board Details

Makes recommendations to City Council on effective maintenance of existing canals, waterways and navigable channels within the district, together with the maintenance and reconstruction of seawalls. Holds public hearings and makes final decision on petitions for Canal Construction Special Permit. Must be resident of Punta Gorda Isles Canal Maintenance Assessment District to apply.

Overview

Size 6 Seats

Term Length 3 Years

Term Limit 3 Terms

Contact

Name Laurel Adelmund

Email LAdelmund@CityofPuntaGordaFL.com

Phone (941) 575-5002

Additional

Documents for New Appointees

Meetings

Regular meetings of the Punta Gorda Isles Canal Advisory Committee are held at the Laishley Community Room, 120 Laishley Court, the third Monday of each month at 1:30 p.m., unless noticed otherwise. Meeting dates may be changed or cancelled by staff or by consensus of the Committee during a public meeting. All meetings shall be open to the public.

Duties

The Punta Gorda Isles Canal Advisory Committee shall have no authority other than as stipulated by the Bylaws and approved by the City Council. The Committee may: A. Make recommendations to the City Council on: 1. The effective maintenance of existing canals, waterways and navigable channels within the district together with the maintenance and reconstruction of bulkheads and retaining walls. 2. The adoption of construction standards for seawalls, docks, davits, boat lifts and associated pilings. 3. The proposed fiscal year operational budget, sources of revenue and any other expenditure of funds for the district. 4. Proposed ordinances or resolutions pertaining to district operations. 5. Requests to include lands not currently included within the district. 6. Requests for variances located on land abutting and lying within six feet of the seawall. B. Review and consider comments and concerns from residents related but not limited to enforcement issues such as excessive boat speeds, excessive wake, anchoring in navigable channels, illegal netting, operation of boats without lighting and interference with navigation in order to make recommendations and/or forward to the applicable City enforcement department. C. Decide on petitions for variances to the provisions of Punta Gorda Code Chapter 6, Article 2, Section 2-1.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title: **Nominations:** Building Board (1 contractor seat)

Funds: Not applicable.

Recommended Action: Staff recommends City Council nominate and appoint Mr. Garrett Kizer.

Summary: Garrett Kizer's term on the Building Board has expired. The appointment will be for a 3-year term until December 3, 2028. Mr. Kizer has expressed an interest in and is eligible for reappointment.
Kathy Kemeny had previously expressed an interest in serving; however, she has withdrawn her application.
Building Board – Meets monthly on the 4th Tuesday at 9:00 a.m. in City Council Chambers – City residency not required. Five-member board with one alternate member. Three-year terms. Maximum of three terms. Three members must be involved with the building industry and two members must be consumer advocates who are not, nor ever have been, involved with building industry.
Makes recommendations to City Council on the minimum qualifying requirements for obtaining Certificates of Competency in the various construction trades and the fees for same. Periodically reviews and holds public hearings on all building, electrical, plumbing, housing, gas, fire prevention and other related codes. Reviews enforcement of all codes relating to construction standards and acts as condemnation board in matters of violation of minimum standards. Hears alleged complaints against contractors.

Department/Division: City Clerk

EXHIBITS:

1. Building Board
2. Kizer Application

City of Punta Gorda, FL

Building Board

Board Details

Makes recommendations to City Council on the minimum qualifying requirements for obtaining Certificates of Competency in the various construction trades and the fees for same. Periodically reviews and holds public hearings on all building, electrical, plumbing, housing, gas, fire prevention and other related codes. Reviews enforcement of all codes relating to construction standards and acts as condemnation board in matters of violation of minimum standards. Hears alleged complaints against contractors. Must be Charlotte County resident to apply.

Overview

Size 6 Seats

Term Length 3 Years

Term Limit 3 Terms

Contact

Name Suz Russell

Email srussell@cityofpuntagordafl.com

Phone (941) 575-3324

Additional

Documents for New Appointees

Chapter_7_Building_Regulations.pdf

Meetings

Regular meetings of the Building Board are held at the Laishley Community Room, 120 Laishley Court, on the fourth Tuesday of each month at 9:00 a.m., unless otherwise noticed. All meetings shall be open to the public.

Duties

The Building Board shall have the following responsibilities: A. To hear complaints regarding locally licensed or registered contractors alleged to have violated the provisions of Chapter 7 of the City Code. Upon a finding of violation, the Board is granted authority to take any of the following actions against the locally licensed or registered contractor: (1) Order probation. (2) Suspend the guilty party's local license. (3) Revoke the guilty party's local license. (4) Order restitution. (5) Levy a fine up to five thousand dollars ($5,000.00) per offense. (6) Assess reasonable legal and investigation costs incurred by the City of Punta Gorda to prosecute the case against the contractor. (7) Issue a recommended penalty to the State of Florida Construction Industry Licensing Board. Said recommended penalty may include a recommendation for no further action, or a recommendation for suspension, revocation or restriction of the contractor's State registration, or a fine to be levied by the State of Florida Construction Industry Licensing Board, or a combination of such penalties. B. To hear complaints regarding state certified contractors alleged to have violated the provisions of Chapter 7 of the City Code. Upon a finding of violation, the Board is granted authority to take any of the following actions against the state certified contractor: (1) Deny, suspend or revoke the authority of the certified contractor to obtain a building permit or limit such authority to obtaining a permit of permits with specific conditions if the Building Board finds the certified contractor guilty of fraud or a willful building code violation in the City of Punta Gorda. (2) Deny, suspend or revoke the authority of the certified contractor to obtain a building permit or limit such authority to obtaining a permit or permits with specific conditions if the Building Board has proof that such contractor, through the public hearing process, has been found guilty in another county or municipality within the past 12 months of fraud or a willful building code violation and finds, that such fraud or violation would have been fraud or a violation if committed in the City of Punta Gorda. (3) Refuse to issue permits with specific conditions to a contractor who has committed and has been disciplined for multiple violations when the additional provisions of section 489.131(3)(f), Florida Statutes, have been met. C. To recommend to City Council certain amendments to Chapter One of the Florida Building Code as may be allowed by Florida Statutes. D. To act as condemnation Board in matters of violation of minimum standards and making inspections and reports when so requested by the Building Official. In this regard, the Board may secure the services of the Fire Chief, sanitarian, architects, engineers or other professionals as required and, upon making findings of fact, shall render a final decision. E. To hear and act upon Appeals from orders, requirements, decisions or determinations made by the Building Official under the provisions of Chapter 7, Article IV, City of Punta Gorda Code, the "Unsafe Building Abatement Code". F. To make a determination on applications for Certificate of Competency when so requested by the Building Official in cases where the established standards may not have been met, but extenuating circumstances may be evident. G. To hear and act upon any appeal timely filed to contest the validity of any notice of false alarm or fee assessment issued under Chapter 15, Section 15-19, Punta Gorda Code.

Application Form

Introductory Information

Profile

John “garrett” — First Name
Kizer — Last Name

garrettkizer@gmail.com — Email Address

413 W Retta Esplanade — Home Address

Punta Gorda — City
FL — State
33950 — Postal Code

Mobile: (941) 628-9765 — Primary Phone
Business: (941) 347-4665 — Alternate Phone

Do you reside within the incorporated City limits of Punta Gorda?

(•) Yes ( ) No

Are you a full-time resident of the City?

(•) Yes ( ) No

Current/Former Occupation:

Owner of Charlotte Harbor Construction

Work Experience:

I’ve been in the Florida construction business for approx 20 years. Projects range from production single family hones up to 5 million dollar custom homes. Also have experience in commercial construction projects up to 12 million.



Upload a Resume

Community Involvement:

Currently Serve on the board of directors for Crossroads Hope Academy and have done so for six years. Also serve on the community board for the Punta Gorda YMCA.

Why are you interested in serving on a board or commission?

To help support the local community, industry, and learn more in the process.

Interests/Activities:

Avid fisherman, love to travel, and support local community causes.

Which Boards would you like to apply for?

Building Board: Submitted

Bylaws/Ordinances

I have reviewed the governing document(s) for the board(s) to which I am applying and understand what my role as a member will be, and I have the necessary time to devote to serving on the board(s) to which I am applying.

☑ I Agree

Compliance with Laws

I will comply with all applicable laws including, but not limited to, Florida's Public Records Law (Florida Statutes Chapter 119) and the Sunshine Law (Florida Statutes Section 286.011). I will review materials supplied on these subjects by the City Clerk's Office.

☑ I Agree

Question applies to multiple boards

Florida law requires members of one or more of the boards you have selected to file a Form 1 Financial Disclosure, which must be submitted to the Florida Commission on Ethics within 30 days of appointment. Are you willing to serve on such a board?

◉ Yes ○ No

Question applies to multiple boards

Would you be willing to serve as an alternate?

○ Yes ◉ No

Have you served on a City of Punta Gorda Board previously?

○ Yes ◉ No

Are you currently serving on a City Board?

○ Yes ◉ No

Have you ever held a professional license or certificate?

◉ Yes ○ No

If yes, please indicate the license/certificate title, the issue date and the issuing authority.

State of Florida certified building contractor.

Are you a graduate of the Punta Gorda Citizens' Academy?

○ Yes ◉ No

Concluding Information



CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title:	**Nominations:** Burnt Store Isles Canal Advisory Committee (1 regular)
Funds:	Not applicable.
Recommended Action:	Staff recommends City Council nominate and appoint Mr. Donald Sedberry.
Summary:	Mr. William Drummond has declined appointment to the BSI Canal Advisory Committee, thereby creating a vacancy for a term expiring November 15, 2028. Mr. Donald Sedberry has expressed an interest in serving and is eligible to do so. **Burnt Store Isles Canal Advisory Committee (BSI CAC)** – Meets monthly on the second Tuesday at 1:30 p.m. in City Council Chambers. Must be resident of Burnt Store Isles Canal Maintenance Assessment District. Five-member board with one alternate member. Three-year terms. Maximum of three terms. Financial disclosure required. Makes recommendations to City Council on effective maintenance of existing canals, waterways and navigable channels within the district, together with the maintenance and reconstruction of seawalls. Holds public hearings and makes final decision on petitions for Canal Construction Special Permits.
Department/Division:	City Clerk

EXHIBITS:

1. Burnt Store Isles Canal Advisory Committee
2. Sedberry Application

City of Punta Gorda, FL

Burnt Store Isles Canal Advisory Committee

Board Details

Makes recommendations to City Council on effective maintenance of existing canals, waterways and navigable channels within the district, together with the maintenance and reconstruction of seawalls. Holds public hearings and makes final decision on petitions for Canal Construction Special Permits. Must be resident of Burnt Store Isles Canal Maintenance Assessment District to apply.

Overview

Size 6 Seats

Term Length 3 Years

Term Limit 3 Terms

Contact

Name Laurel Adelmund

Email ladelmund@cityofpuntagordafl.com

Phone (941) 575-5002

Additional

Documents for New Appointees

Meetings

Regular meetings of the Burnt Store Isles Canal Advisory Committee are held at the Laishley Community Room, 120 Laishley Court, the second Tuesday of each month at 1:30 p.m., unless noticed otherwise. All meetings shall be open to the public.

Duties

A. Make recommendations to the City Council on: 1. The effective maintenance of existing canals, waterways and navigable channels, including the Burnt Store Isles boat lock, within the district together with the maintenance and reconstruction of bulkheads and retaining walls. 2. The adoption of construction standards for seawalls, docks, davits, boat lifts and associated pilings. 3. The proposed fiscal year operational budget, sources of revenue and any other expenditure of funds for the district. 4. Proposed ordinances or resolutions pertaining to district operations. 5. Requests to include lands not currently included within the district. 6. Requests for variances located on land abutting and lying within six feet of the seawall. B. Review and consider comments and concerns from residents related but not limited to enforcement issues such as excessive boat speeds, excessive wake, anchoring in navigable channels, illegal netting, operation of boats without lighting and interference with navigation in order to make recommendations and/or forward to the applicable City enforcement department. C. Decide on petitions for variances to the provisions of Punta Gorda Code Chapter 6, Article 2, Section 2-1.

Application Form

Introductory Information

Public Record Acknowledgement

I acknowledge that my application and any attachments, including my resume, will become public record pursuant to Florida Statutes. I further acknowledge it is my responsibility to inform the City Clerk's Office if any of my personal identifying information qualifies for exemption from public disclosure.

☑ I Agree

Profile

Donald — First Name
C — Middle Initial
Sedberry — Last Name

dasedberry@gmail.com — Email Address

400 La Sila Court — Home Address

Punta Gorda — City
FL — State
33950 — Postal Code

Home: (210) 488-6531 — Primary Phone
Alternate Phone

Do you reside within the incorporated City limits of Punta Gorda?

◉ Yes ○ No

Are you a full-time resident of the City?

◉ Yes ○ No

Resume_for_Canal_Advisorary_Board.docx
Upload a Resume

Why are you interested in serving on a board or commission?

Adele and I have resided in Burnt Store Isles for going on three years. We relocated from the Chicago area where I served as the Dental Service Chief at the Hines VA Hospital for seven years prior to retiring for a second time. I am a dentist by training and have spent the majority of my career as an Officer in the United States Air Force providing patient care and leading dental and medical facilities. I entered the USAF in 1984, retiring in 2014 after 30 years of service. Over the course of my USAF career, I've led several squadrons, a group and served in an Air Staff position. I've also served on the board of directors of two hospitals and two Medical Centers. I don't have any experience with the canals in the community other than living on one and enjoying some fishing from the dock. I understand that the Canal Advisor committee is needing new members and as a member of the Burnt Store Isles Homeowners Association, I would enjoy providing assistance where I could. Don Sedberry

Which Boards would you like to apply for?

Punta Gorda Isles Canal Advisory Committee: Eligible

Question applies to multiple boards

Financial Disclosure Acknowledgement

If I am appointed to a board requiring financial disclosure, I agree to file the Form 1 Financial Disclosure and Form 1F Final Statement via the Florida Commission on Ethics online portal within the required timeframes.

☑ I Agree

Bylaws/Ordinances

I have reviewed the governing document(s) for the board(s) to which I am applying and understand what my role as a member will be, and I have the necessary time to devote to serving on the board(s) to which I am applying.

☑ I Agree

Compliance with Laws

I will comply with all applicable laws including, but not limited to, Florida's Public Records Law (Florida Statutes Chapter 119) and the Sunshine Law (Florida Statutes Section 286.011). I will review materials supplied on these subjects by the City Clerk's Office.

☑ I Agree

Question applies to Punta Gorda Isles Canal Advisory Committee

I am a resident of the Punta Gorda Isles Canal Maintenance Assessment District.

◉ Yes ○ No

Have you served on a City of Punta Gorda Board previously?

- ○ Yes
- ◉ No

Are you currently serving on a City Board?

- ○ Yes
- ◉ No

Are you a graduate of the Punta Gorda Citizens' Academy?

- ○ Yes
- ◉ No

Concluding Information

Resume for canal advisory group

Adele and I have resided in Burnt Store Isles for going on three years. We relocated from the Chicago area where I served as the Dental Service Chief at the Hines VA Hospital for seven years prior to retiring for a second time. I am a dentist by training and have spent the majority of my career as an Officer in the United States Air Force providing patient care and leading dental and medical facilities. I entered the USAF in 1984, retiring in 2014 after 30 years of service. Over the course of my USAF career, I've led several squadrons, a group and served in an Air Staff position. I've also served on the board of directors of two hospitals and two Medical Centers.

I don't have any experience with the canals in the community other than living on one and enjoying some fishing from the dock. I understand that the Canal Advisor committee is needing new members and as a member of the Burnt Store Isles Homeowners Association, I would enjoy providing assistance where I could.

Don Sedberry

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title: **Nominations:** Firefighters' Pension Board (City resident at-large)

Funds: Not applicable.

Recommended Action: City Council nominate and reappoint Mr. Bill Albers.

Summary: Bill Albers' term has expired, thereby creating a vacancy on the Board. The appointment will be for a 2-year term until January 14, 2028. Mr. Albers has expressed an interest in continuing to serve and is eligible to do so.

Firefighters' Pension Board – Meets quarterly and as called in Council Chambers. Five members – two City residents at-large, pension plan members and one member appointed by the Board. Two-year terms – no maximum. Financial disclosure required.

Charged with management of the Firefighters' Pension Fund.

Department/Division: City Clerk

EXHIBITS:

1. Firefighters' Pension Board
2. Albers Application

City of Punta Gorda, FL

Firefighters' Pension Board

Board Details

Charged with management of the Firefighters’ Pension Fund. Members must be Plan members or City residents.

Overview

- **Size** 5 Seats
- **Term Length** 2 Years
- **Term Limit** N/A

Contact

- **Name** Chrissy Stoker
- **Email** Christine.Stoker@foster-foster.com
- **Phone** n/a

Additional

Documents for New Appointees

Board_Member_Handbook.pdf
2025_Form_1F_Instructions.pdf
2024_Form_1_Instructions.pdf
2024_Guide_to_the_Sunshine_Ammendment_and_Code_of_Ethics.pdf

Meetings

Regular meetings of the Board are held at the Laishley Community Room, 120 Laishley Court, quarterly as established by the Board, unless noticed otherwise. All meetings shall be open to the public.

Duties

Charged with management of the Firefighters’ Pension Fund.

Application Form

Introductory Information

Public Record Acknowledgement

I acknowledge that my application and any attachments, including my resume, will become public record pursuant to Florida Statutes. I further acknowledge it is my responsibility to inform the City Clerk's Office if any of my personal identifying information qualifies for exemption from public disclosure.

☑ I Agree

Profile

Bill
First Name

Albers
Last Name

alberskb@comcast.net
Email Address

1460 Sea Fan Drive
Home Address

Punta Gorda
City

FL
State

33950
Postal Code

Do you reside within the incorporated City limits of Punta Gorda?

◉ Yes ○ No

Are you a full-time resident of the City?

◉ Yes ○ No

Untitled_1.pdf
Upload a Resume

Why are you interested in serving on a board or commission?

To help sustain growth in the fund

Which Boards would you like to apply for?

Firefighters' Pension Board: Appointed

Bylaws/Ordinances

I have reviewed the governing document(s) for the board(s) to which I am applying and understand what my role as a member will be, and I have the necessary time to devote to serving on the board(s) to which I am applying.

☑ I Agree

Compliance with Laws

I will comply with all applicable laws including, but not limited to, Florida's Public Records Law (Florida Statutes Chapter 119) and the Sunshine Law (Florida Statutes Section 286.011). I will review materials supplied on these subjects by the City Clerk's Office.

☑ I Agree

Have you served on a City of Punta Gorda Board previously?

◉ Yes ○ No

Please indicate the Board(s) of prior service and dates served.

Fire Pension

Are you currently serving on a City Board?

◉ Yes ○ No

Which Board(s)?

Fire Pension

Are you a graduate of the Punta Gorda Citizens' Academy?

○ Yes ◉ No

Concluding Information

William Albers

I have served on the Fire Pension Board for 8 years.

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title: **Nominations:** Historic Preservation Advisory Board (1 regular)

Funds: Not applicable.

Recommended Action: Council nominate all interested parties.

Summary: The Historic Preservation Advisory Board has now experienced enough reduction in members to require appointment of a fifth regular member. The term will be until January 28, 2029. Mr. Charles Noble has previously served on the Board and has expressed interest in reappointment. He is eligible to do so. Mr. Terry Zeigler has also expressed an interest in serving and is eligible to do so.

Historic Preservation Advisory Board (HPAB) – Meets the 4th Thursday at 9:00 a.m. in City Council Chambers. Five-member board with one alternate member. Three-year terms. Maximum of three terms.

Members of the Board shall be residents, property and/or business owners of the City of Punta Gorda except up to one member may be a resident, property and/or business owner of Charlotte County. Appointment of members shall be made by City Council on the basis of experience or interest in the fields of architecture, general contracting, finance/banking, real estate, law, history, historic preservation, archeology or any other related profession.

Department/Division: City Clerk

EXHIBITS:

1. Historic Preservation Advisory Board
2. Noble Application
3. Zeigler Application

City of Punta Gorda, FL

Historic Preservation Advisory Board

Board Details

Identifies for the City Council historically significant structures and sites that should be considered for designation as a “Local Historic Landmark” or be nominated for listing on the Florida Master Site File and the National Register of Historic Places. Makes recommendations of the policies for the protection of historically significant structures and sites. Makes recommendations to staff with regard to certificates of appropriateness for any demolition, variance, sign or relocation of structures. Promotes public awareness of historic archaeological preservation and its community benefits. Must be City resident to apply.

Overview

Size 6 Seats

Term Length 3 Years

Term Limit 3 Terms

Contact

Name Madison Henderson

Email mhenderson@cityofpuntagordafl.com

Phone (941) 575-3372

Additional

Documents for New Appointees

Meetings

Regular meetings of the Historic Preservation Advisory Board are held at the Laishley Community Room, 120 Laishley Court, the fourth Thursday of each month at 9:00 a.m., unless noticed otherwise. All meetings shall be open to the public.

Duties

The Historic Preservation Advisory Board shall: A. Report on a regular basis to the City Council of any actions, activities, or programs of the Board, in particular those requiring City Council action. B. Identify for the City Council historically significant structures and sites that should be considered for designation as a "Local Historic Landmark" or be nominated for listing on the Florida Master Site File and the National Register of Historic Places. Nomination of historic sites for local, state or national listing may be made by the owner of the site by making a written request to the Historic Preservation Advisory Board, or by vote of the Historic Preservation Advisory Board itself. The Historic Preservation Advisory Board shall forward to the City Council a designation report for any structure or site to be added to the City's Historic areas. C. Recommend to the City Council historically significant structures and sites for potential purchase by the City. D. Recommend to the City Council actions needed for any special exception applications involving a historic structure. E. Recommend policies to the City Council for the protection of historically significant structures and sites. F. Promote public awareness of historic and archaeological preservation and its community benefits. G. Receive and recommend to City Council use of any cash, historic facade easements, historic structures or artifacts donated to the City of Punta Gorda. H. Assist owners of historically significant structures in applying for any Federal and State funds that may be usable for historic preservation projects. I. Assist owners of historically significant structures in filing for designation of a property to the National Register of Historic Places. J. Work in concert with the Punta Gorda Historical Society toward compilation of oral and pictorial historical archive. K. Review proposed murals by the Historic Mural Society to ensure historical appropriateness. L. Review and recommend for staff approval applications for Certificates of Appropriateness. M. Review and make a recommendation to City Council on applications for relocation or demolition of structures within a historic district.

Application Form

Introductory Information

Public Record Acknowledgement

I acknowledge that my application and any attachments, including my resume, will become public record pursuant to Florida Statutes. I further acknowledge it is my responsibility to inform the City Clerk's Office if any of my personal identifying information qualifies for exemption from public disclosure.

☑ I Agree

Profile

Charles (First Name) | R (Middle Initial) | Noble (Last Name)

tuna.gator.nospam@gmail.com
Email Address

2301 Palm Tree Dr
Home Address

Punta Gorda (City) | FL (State) | 33950 (Postal Code)

Do you reside within the incorporated City limits of Punta Gorda?

◉ Yes ○ No

Are you a full-time resident of the City?

◉ Yes ○ No

Charles_Noble_Bio_Jul_28_2025.pdf
Upload a Resume

Why are you interested in serving on a board or commission?

I am interested in promoting and preserving Punta Gorda's history and historical buildings. I first moved to Punta Gorda with my family in 1974. Upon retirement, I returned to Punta Gorda in 2021. My parents remained in Punta Gorda the remainder of their lives. I have been connected with Punta Gorda these past five decades even though I have lived elsewhere in the interim.

Which Boards would you like to apply for?

Historic Preservation Advisory Board: Appointed

Question applies to multiple boards

Financial Disclosure Acknowledgement

If I am appointed to a board requiring financial disclosure, I agree to file the Form 1 Financial Disclosure and Form 1F Final Statement via the Florida Commission on Ethics online portal within the required timeframes.

☑ I Agree

Bylaws/Ordinances

I have reviewed the governing document(s) for the board(s) to which I am applying and understand what my role as a member will be, and I have the necessary time to devote to serving on the board(s) to which I am applying.

☑ I Agree

Compliance with Laws

I will comply with all applicable laws including, but not limited to, Florida's Public Records Law (Florida Statutes Chapter 119) and the Sunshine Law (Florida Statutes Section 286.011). I will review materials supplied on these subjects by the City Clerk's Office.

☑ I Agree

Question applies to multiple boards

Would you be willing to serve as an alternate?

◉ Yes ○ No

Have you served on a City of Punta Gorda Board previously?

○ Yes ◉ No

Are you currently serving on a City Board?

◉ Yes ○ No

Which Board(s)?

Historic Preservation Advisory Board

Are you a graduate of the Punta Gorda Citizens' Academy?

○ Yes ◉ No

Concluding Information

Charles R. Noble
2301 Palm Tree Dr
Punta Gorda FL 33950
317-696-5310
tunagator@gmail.com

Education:
Charlotte High School: Graduate
University of Florida: Bachelor of Industrial and Systems Engineering
University of South Carolina: Master of Business Administration
George Washington University: Post-Masters Coursework in Business-Government Relations

Employment:
Walt Disney World: Imagineer
Colgate-Palmolive: Industrial Engineer
Potomac Electric Power Company: Senior Strategy Analyst
Southern Engineering: Consultant
Municipal Electric Authority of Georgia: Power Supply Engineer
Oglethorpe Power Corporation: Energy Trader
ACES Power Marketing: Manager of Trading Analytics
currently retired

Published Works & Presentations:
International Institute of Electrical Engineers: "Bidding Ancillary Services in RTO Markets"
Federal Energy Regulatory Commission (FERC): "The FLEX DA/RT Co-optimization Model – A Better Unit Commitment for an Uncertain Grid"

Accomplishments & Accolades:
CHS: John Philip Sousa Band Award: Superior Musicianship and Outstanding Dedication
CHS: Florida All-State Symphonic Band - 2nd Chair Euphonium
UF: Presidential Recognition Award - Outstanding Service and Leadership UF
UF: Honor Council - President
UF: Alpha Lambda Delta - President
UF: Gator Round Table - Member (represented UF Student Body before City of Gainesville)
UF: Concert Band - 1st Chair Trumpet

Community Involvement Punta Gorda (2021-present):
Promoter: Preservation, Restoration and Celebration of statue "Calostimucu"
Historic Preservation Advisory Board – Board Member
Royal Order of the Ponce de Leon Conquistadors (ROPC) - Board Member
Punta Gorda Historical Society – Board Member
Charlotte High School Class of 1978 – Reunion Committee Member
The Charlotte Chorale – Board Member/Tenor
Pedal and Play/Team Punta Gorda - Co-Chairman
Elks
PGICA Newcomers Club
PGICA Bike Club

Application Form

Introductory Information

Public Record Acknowledgement

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☑ I Agree

Profile

Terry (First Name) | L (Middle Initial) | Zeigler (Last Name)

terryzeigler@me.com
Email Address

124 McGregor Street
Home Address

Punta Gorda (City) | FL (State) | 33950 (Postal Code)

Mobile: (252) 305-2521 (Primary Phone) | (Alternate Phone)

Do you reside within the incorporated City limits of Punta Gorda?

◉ Yes ○ No

Are you a full-time resident of the City?

◉ Yes ○ No

Dec_2025_Resume_for_HPAB.pdf
Upload a Resume

Why are you interested in serving on a board or commission?

I am interested in serving on HPAB. As a full-time resident in the Historic District I have a strong interest in seeing that the District is preserved. Explained further on my resume.

Which Boards would you like to apply for?

Historic Preservation Advisory Board: Eligible

Question applies to multiple boards

Financial Disclosure Acknowledgement

If I am appointed to a board requiring financial disclosure, I agree to file the Form 1 Financial Disclosure and Form 1F Final Statement via the Florida Commission on Ethics online portal within the required timeframes.

☑ I Agree

Bylaws/Ordinances

I have reviewed the governing document(s) for the board(s) to which I am applying and understand what my role as a member will be, and I have the necessary time to devote to serving on the board(s) to which I am applying.

☑ I Agree

Compliance with Laws

I will comply with all applicable laws including, but not limited to, Florida's Public Records Law (Florida Statutes Chapter 119) and the Sunshine Law (Florida Statutes Section 286.011). I will review materials supplied on these subjects by the City Clerk's Office.

☑ I Agree

Question applies to multiple boards

Would you be willing to serve as an alternate?

◉ Yes ○ No

Have you served on a City of Punta Gorda Board previously?

○ Yes ◉ No

Are you currently serving on a City Board?

○ Yes ◉ No

Are you a graduate of the Punta Gorda Citizens' Academy?

○ Yes ◉ No

Concluding Information

TERRY ZEIGLER
124 MCGREGOR STREET
PUNTA GORDA FL 33950-3617
terryzeigler@me.com
252-305-2521

My wife, Debbie, and I relocated to Punta Gorda from the Outer Banks of NC in 2024, purchasing a home in the Historic District on December 30th. The home was significantly damaged by floods, Helene & Milton. We purchased the home as is. The first floor was damaged, vacant, and in need of remedial work. During this past year we have spent time, effort, and money bringing this home back to the condition it (and the community) deserves. This brief description is not work experience usually presented in a resume but I believe it speaks to my qualifications to serve on the Historical Preservation Advisory Board.

Work Experience:
2011 to Present— Licensed NC Real Estate Broker— NC #272277
I am currently retired from performing daily real estate transactions, although I maintain a North Carolina Real Estate Broker License. After 15 years as a NC Real Estate (RE) Broker I have former clients that request advice and/or a referral for RE services. An active license is required in order to provide advice and receive compensation for referrals.
2006 to 2010 — retired after selling a family-owned computer reclamation/ remanufacturing company headquartered in Austin TX to a Greenwich CT Private Equity firm.
2000 to 2006 — CFO and VP Administration of Newmarket Trading. Firm started with 2 employees in rented space and revenue of $200,000. At the time of sale operating in two locations (Austin TX & Ashland VA) had annual revenue of $30 million, and 170 employees.
Prior to 2000, held various General Management, Sales and Financial Management positions with Ralston Purina, Mitsui USA, and Johnson & Johnson. Also, during that time frame I was a Financial Advisor with Merrill Lynch and a division of Raymond James. I was licensed Series 7, 63, 65, & Series 28 (Operations Limited Principal).

I will gladly provide time lines and discuss these experiences and accomplishments in greater detail, if requested.

Education:
BA Economics—Rutgers University

Prior Address:
4613 Seascape Drive
Kitty Hawk NC 27949

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title: **Nominations:** Punta Gorda Housing Authority (tenant commissioner seat)

Funds: Not applicable.

Recommended Action: City Council nominate and appoint Ms. Tamara Morris.

Summary: Theresa Lee has resigned from the Punta Gorda Housing Authority, thereby creating a tenant commissioner vacancy for an unexpired term until May 22, 2029. Ms. Tamara Morris has expressed an interest in serving and is eligible to do so.

Punta Gorda Housing Authority - Meets the 3rd Thursday at 8:30 a.m. at the PGHA Community Room, 340 Gulf Breeze Avenue, Punta Gorda. Must be a resident of Charlotte County or the City of North Port. At least one commissioner shall reside within the Housing Authority's jurisdiction and receive rent subsidy through a program administered by the Authority. Seven-member board. Four-year terms – no term limits.

The mission of the Housing Authority is to provide quality, affordable housing that is well maintained and free from drugs, violent crime, and discrimination while serving residents with the highest degree of professional courtesy, empathy and respect.

Department/Division: City Clerk

EXHIBITS:

1. Morris Application

Application Form

Introductory Information

Public Record Acknowledgement

I acknowledge that my application and any attachments, including my resume, will become public record pursuant to Florida Statutes. I further acknowledge it is my responsibility to inform the City Clerk's Office if any of my personal identifying information qualifies for exemption from public disclosure.

☑ I Agree

Profile

Tamara
First Name

Morris
Last Name

tamara.morris87@icloud.com
Email Address

792 Narranja St
Home Address

Punta Gorda
City

FL
State

33950
Postal Code

Mobile: (786) 493-7958
Primary Phone

Alternate Phone

Do you reside within the incorporated City limits of Punta Gorda?

◉ Yes ○ No

Are you a full-time resident of the City?

◉ Yes ○ No

T._Morris_Resume.pdf
Upload a Resume

Why are you interested in serving on a board or commission?

I am a resident of the Punta Gorda Housing Authority and would love the opportunity to contribute to the planning and decision making of the communities.

Which Boards would you like to apply for?

Punta Gorda Housing Authority: Eligible

Bylaws/Ordinances

I have reviewed the governing document(s) for the board(s) to which I am applying and understand what my role as a member will be, and I have the necessary time to devote to serving on the board(s) to which I am applying.

☑ I Agree

Compliance with Laws

I will comply with all applicable laws including, but not limited to, Florida's Public Records Law (Florida Statutes Chapter 119) and the Sunshine Law (Florida Statutes Section 286.011). I will review materials supplied on these subjects by the City Clerk's Office.

☑ I Agree

Have you served on a City of Punta Gorda Board previously?

○ Yes ◉ No

Are you currently serving on a City Board?

○ Yes ◉ No

Are you a graduate of the Punta Gorda Citizens' Academy?

○ Yes ◉ No

Concluding Information

Tamara Morris

Punta Gorda, FL 33950
tamaracmorris87@gmail.com
+1 786 493 7958

Authorized to work in the US for any employer

Work Experience

Leisure Services Director

Hampton Manor of Punta Gorda-Punta Gorda, FL
August 2023 to Present

• Planned and executed a wide range of engaging activities for residents, including social events, outings, and recreational programs

• Developed and managed an annual activities calendar, ensuring a diverse selection of events to meet the interests and preferences of residents

• Collaborated with staff members to create personalized activity plans for individual residents based on their needs, abilities, and preferences

• Led a team of activity coordinators in implementing daily programs that promoted physical fitness, mental stimulation, and social interaction among residents

• Coordinated with external vendors and community organizations to bring in entertainment options such as live music performances or art workshops

• Evaluated new trends in senior living activities industry regularly to introduce fresh ideas that catered to changing resident interests

• Facilitated regular meetings with the activities team to provide guidance, support professional development opportunities, and foster teamwork

• Created partnerships with local businesses or volunteer groups to offer unique experiences like cooking classes or pet therapy sessions for residents' enjoyment

• Collaborated closely with other departments (e.g., nursing) within the facility/organization on interdisciplinary initiatives aimed at improving overall resident well-being

Activity Director

Parkside Assisted Living & Memory cottage-Port Charlotte, FL
March 2019 to August 2023

• My duties include scheduling events for the up-and-coming months for the faculty.

• Also producing newsletter and posting on our faculties social media sites daily to keep people informed of what’s going within our community.

• I’m also in charge of scheduling staff within the activities department, and overseeing they execute their daily task while working with the residents.

Resident Assistant

Brookdale Senior Living-Punta Gorda, FL
October 2018 to March 2019

• My duties include helping residents with their ADL needs.

• And assisting with taking residents to meals, outings, and doctor visits.

Shift Supervisor

Springlake Youth Acadmey-Arcadia, FL
June 2015 to June 2017

• My job was to make sure all youth and staff were accounted for at all times I had to assure that all class B Tools and Chemicals were also accounted for.

• I had to also check in visitors and make sure all paper work was approved prior to visits.

• I also had to monitor phone calls I had to have communication with Probation officers and Case mangers to make sure all forms were updated.

• I had to input data into the computer for inmates property.

Sales Representative

Tile & Carpet World-Port Charlotte, FL

March 2014 to 2015

• My duties was to help customers find tile , laminate or carpets.

• Schedule potential clients for estimates.

Juvenile Correctional Officer

Desoto dual diagnosed juvenile justice correctional facility-Arcadia, FL

February 2007 to August 2011

Responsibilities

To make sure inmates were safe and secure

Accomplishments

Trained in dealing with mental health patients.

• Maintained security and order within the correctional facility, ensuring the safety of staff and inmates

• Conducted regular inspections of cells, common areas, and inmate activities to prevent contraband possession and maintain a secure environment

• Supervised inmate movement during daily routines such as meals, recreation time, and visitation hours

• Enforced rules and regulations consistently while treating all inmates with fairness and respect

• Responded promptly to emergencies or incidents within the facility, taking appropriate action to de-escalate situations or request backup when necessary

• Performed searches on individuals, cells, vehicles, or other areas as required by standard procedures or suspicion of illegal activity

• Documented all incidents, observations, and interactions in detailed reports for administrative purposes

• Assisted in the transportation of inmates between facilities or court appearances while maintaining strict security protocols

Receptionist

Wright & Young funeral Home-Miami, FL

January 2005 to February 2007

Responsibilities

• To answer multi phone lines, typing death certificates and programs.

• Greeting potential client's, before directing them to a funeral home director. I informed clients where to view their family members.

• Make sure the schedule was ready for services, so employees knew which service they would be working.

• I had to take funds from customers and record them in the books.

Skills Used

Communication skills and costumer service.

I also had to use Windows and Microsoft office, Word, PowerPoint and outlook.

Education

High school or equivalent
Miami Norland Senior High School-Miami, FL
2003 to 2006

Skills

- Customer relationship management
- Microsoft Excel
- Leadership
- Social media management
- Microsoft Publisher
- Music therapy
- Event Planning
- Computer literacy
- Interviewing
- Communication skills
- Assisted living
- Organizational skills
- Senior Care
- MS Office
- Law Enforcement
- Care plans
- Recreation
- Fundraising (8 years)
- retail sales
- Project management
- Negotiation
- Home Care
- Calendar Management
- Microsoft Word
- Resident's rights
- Multi-line Phone Systems
- Dementia care
- Driving
- Caregiving
- Hospice Care
- Recreational therapy
- Clerical experience

- Employee orientation
- Budgeting
- Documentation
- Dementia
- Analysis skills
- Supervising experience
- Older adults
- Computer skills
- Alzheimer's Care
- CPR
- Memory care

Languages

- English

Certifications and Licenses

Nonviolent Crisis Intervention (NCI)

First Aid Certification

AED Certification

Driver's License

CPR Certification

CITY COUNCIL
CITY OF PUNTA GORDA
01/14/2026

BOARDS / COMMITTEE

Title:	**Confirmation:** Firefighters' Pension Board (City resident at-large)
Funds:	Not applicable.
Recommended Action:	City Council confirm the appointment of Garrett Atkinson as the Board's fifth member.
Summary:	Garrett Atkinson was reappointed by the Firefighters' Pension Board members at their December 18, 2025, meeting. Council is requested to confirm the appointment. ***Firefighters' Pension Board*** – Meets quarterly and as called in Council Chambers. Five members – two City residents at-large, pension plan members and one member appointed by the Board. Two-year terms – no maximum. Financial disclosure required. Charged with management of the Firefighters' Pension Fund.
Department/Division:	City Clerk

EXHIBITS:

1. Firefighters' Pension Board

City of Punta Gorda, FL

Firefighters' Pension Board

Board Details

Charged with management of the Firefighters’ Pension Fund. Members must be Plan members or City residents.

Overview

- **Size** 5 Seats
- **Term Length** 2 Years
- **Term Limit** N/A

Contact

- **Name** Chrissy Stoker
- **Email** Christine.Stoker@foster-foster.com
- **Phone** n/a

Additional

Documents for New Appointees

Board_Member_Handbook.pdf
2025_Form_1F_Instructions.pdf
2024_Form_1_Instructions.pdf
2024_Guide_to_the_Sunshine_Ammendment_and_Code_of_Ethics.pdf

Meetings

Regular meetings of the Board are held at the Laishley Community Room, 120 Laishley Court, quarterly as established by the Board, unless noticed otherwise. All meetings shall be open to the public.

Duties

Charged with management of the Firefighters’ Pension Fund.