DEVELOPMENT REVIEW COMMITTEE AGENDA
120 LAISHLEY COURT, PUNTA GORDA, FLORIDA 33950
JULY 24, 2026, 9:00 AM

Norman Nahra, Police Department
Robert Ruth, Utilities Department
Bryan Clemons, Public Works Department
Carl Benge, Urban Design
TJ Smith, Fire Marshal
Ronald Cohowcz, Building Official

CALL TO ORDER
Roll Call
Next Meeting - August 14, 2026

PUBLIC COMMENTS
Anyone wishing to address the Development Review Committee on any subject may do so at the appropriate time during the meeting. Those who choose to speak must state their name for the record. Each person will be allowed to speak up to a maximum of three minutes.

1. **APPROVAL OF MINUTES**

   1.a **May 22, 2026, Meeting Minutes.**

2. **PERMIT REVIEW**

   2.a **Road Closure Request - Event Permit 26-00196639 - Premier Auto Auction, at Charlotte Harbor Event Center, November 30, 2026 through December 8, 2026**

   2.b **Road Closure Request - Event Permit 26-00196640 - Premier Auto Auction, at Charlotte Harbor Event Center, March 8-17, 2027**

3. **APPLICATION REVIEW**

STAFF COMMENTS

ADJOURNMENT

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@cityofpuntagordafl.com, at least two (2) calendars days prior to the meeting.

DEVELOPMENT REVIEW COMMITTEE
CITY OF PUNTA GORDA
07/24/2026

APPROVAL OF MINUTES

Title: May 22, 2026, Meeting Minutes.

Funds: Not applicable

Recommended Action: For approval.

Summary: May 22, 2026, Meeting Minutes.

Department/Division: City Clerk

EXHIBITS:

1. May 22, 2026, Minutes

CITY OF PUNTA GORDA, FLORIDA
DEVELOPMENT REVIEW COMMITTEE MEETING MINUTES
MAY 22, 2026, 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: Carl Benge, Urban Design / Chair
Ron Cohowcz, Building; Angelina Coleman, Fire; Tommy Macy, Public Works; Norm Nahra, Police; Robert Ruth, Utilities

CITY STAFF PRESENT: Alexandra Friend, Board Recorder

CALL TO ORDER

Chair Benge called the meeting to order at 9:00 a.m.

PUBLIC COMMENTS

There were none.

1) APPROVAL OF MINUTES

1.a May 8, 2026, Meeting Minutes.

Exhibits:
Cover Page
May 8, 2026, Minutes

Member Ruth **MOVED** to approve the May 8, 2026, minutes, **SECONDED** by Member Macy.
MOTION CARRIED UNANIMOUSLY.

2) PERMIT REVIEW

2.a Event Permit - 26-0096625 - Rumble For A Reason at Laishley Park - August 7-9 2026

Exhibits:
Cover Page
Application
Site Plan
Event Review Report

Chair Benge reviewed the application, noting proof of insurance and an alcohol permit were required.
Member Nahra stated 1 detail officer was required, noting the event would also have a hard stop at 10:00 p.m.
Member Coleman stated a tent permit was required.
Member Ruth **MOVED** to approve the application with the conditions identified this date and in the staff report, **SECONDED** by Member Macy.
MOTION CARRIED UNANIMOUSLY.

2.b Event Permit - 26-00196628 - Charlotte County Pride at Laishley Park - October 2-4 2026

Exhibits:

Cover Page
Application
Event Review Report

Chair Benge reviewed the application, noting proof of insurance and an alcohol permit were required.
Member Nahra noted 1 detail officer was required.
James Browning, applicant, indicated an application for same had been submitted.
Member Nahra requested payment for the detail officer be made ahead of the event.
Member Coleman indicated a tent permit was required.
Member Ruth **MOVED** to approve the application with the conditions identified this date and in the staff report, **SECONDED** by Member Nahra.
MOTION CARRIED UNANIMOUSLY.

2.c Event Permit - 26-00196626 - West Indies Carnival at Laishley Park - July 31, 2026 - August 1, 2026

Exhibits:

Cover Page
Application
Event Review Report

Chair Benge reviewed the application, noting proof of insurance and an alcohol permit were required.
Member Nahra questioned the time of the event.
Ursula Powell, applicant, replied same would be from 11:00 a.m. - 10:00 p.m.
Member Nahra indicated a detail officer was required and payment for same should be made ahead of the event.
Member Coleman indicated a tent permit was required.
Member Ruth **MOVED** to approve the application with the conditions identified this date and in the staff report, **SECONDED** by Member Nahra.
MOTION CARRIED UNANIMOUSLY.

3) APPLICATION REVIEW

There were none.

STAFF COMMENTS

There was none.

ADJOURNMENT

The meeting adjourned at 9:07 a.m.

_____
Chair

_____
Board Recorder

DEVELOPMENT REVIEW COMMITTEE
CITY OF PUNTA GORDA
07/24/2026

PERMIT REVIEW

Title: Road Closure Request - Event Permit 26-00196639 - Premier Auto Auction, at Charlotte Harbor Event Center, November 30, 2026 through December 8, 2026

Funds:

Recommended Action: For DRC review and approval of road closures.

Summary: Premier Auto Auction will be held November 30, 2026 through December 8, 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 Rd. extension to the Harborwalk. Tents and alcohol are being proposed.

Department/Division: Urban Design

EXHIBITS:

1. Application
2. Event Review report

Punta Gorda

Dec
PAID
JUN 03 2026

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: 6/3/26	**PERMIT NO: 26-00196639**
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:** 7/24/26

Name of Event	Premier Auto Auction
Applicant or Organization	Charlotte Harbor Event & Confernce Center
Event Date(s)	November 30 - December 8, 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	Jim Finch			Title	General Manager		
Address	75 Taylor Street	City	Punta Gorda	State	Florida	Zip	33950
Phone #'s	[redacted]						
Description of Event	November 30 - December 3 - Auto Load-In December 4 - 5 - Auto Auction December 6 - 8 - Auto Load-Out						

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
3/15/27	8am	6pm	3/18/27	8am	7pm	3/21/27	8am	6pm
3/16/27	8am	6pm	3/19/27	8am	7pm	3/22/27	8am	6pm
3/17/27	8am	6pm	3/20/27	8am	7pm	3/23/27	8am	6pm

Has this event been held in the Past?	☐ No ■ Yes – When March, 2026 In attendance 2500		
Anticipated Crowd Size for this event	2500	Peak Hours 3/19-20/27 - 10am-4pm	
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	75 Taylor Street	City	Punta Gorda	State	Florida	Zip	33950
Phone #'s	[redacted]						

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

Charlotte Harbor Event Cen
Organization

Jim Finch
Type or Printed Name & Title

May 26, 2026
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 May 26, 20 26, by Jim Finch who is personally known to me or who has produced FDL as identification.

(Signature of Notary)

LISA S. FAEHR
Notary Public - State of Florida
Commission # HH 748870
My Comm. Expires Feb 20, 2030
(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	Premier Auto Auction	**Organization**	Charlotte Harbor Event Center
Event Date(s)	March 18-20, 2027	**Event Time(s)**	10:00am - 6:00pm

Name of Requestor/Applicant		**Designated ADA Coordinator**	
Name	Jim Finch	**Name**	Jim Finch
Title	General Manager	**Title**	Genertal Manager
Phone #	[redacted]	**Phone #**	[redacted]
Email		**Email**	
Address		**Address**	

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

05/26/2026
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.

TJ Smith
Fire Marshal, EMT
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	Auto Auction	Event Date	March 18-20, 2027	Event Time	10:00am to 6:00pm

Signature

Charlotte Harbor Event & Conference Center
Organization

Jim Finch, General Manager
Type or Printed Name & Title

5/26/26
Date

Florida's Harborside Hometown

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	75 Taylor Street	City	Punta Gorda	State	Florida	Zip	33950
Phone #'s	[redacted]						

DATE(S) SERVICE IS NEEDED							
Hours	From: _____ ❑ AM ❑ PM			TO: _____ ❑ AM ❑ PM			
Numberofofficersrequested		X	Per hour for Officer (three hour minimum)		=	TotalCharge	
See Attached						$	

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 Charlotte Harbor 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 5/26/26

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 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

5/26/26
Date

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.

CHARLOTTE HARBOR
Event & Conference Center
FLORIDA

May 26, 2026

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 2027. 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. 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 15	6pm-6am
Tuesday, March 16	6pm-6am
Wednesday, March 17	6pm-6am
Thursday, March 18	6pm-6am (Opening Reception – 5pm-8pm)
Friday, March 19	6am-6pm (Auction: 10am-6pm)
	6pm-6am
Saturday, March 20	6am-6pm (Auction: 10am-6pm)
	6pm-6am
Sunday, March 21	6pm-6am
Monday, March 22	6pm-6am
Tuesday, March 23	6pm-6am

Sincerely,

Jim Finch
General Manager, Legends Global
Charlotte Harbor Event
& Conference Center

75 Taylor Street
Punta Gorda, FL 33950
www.charlotteharborecc.com

LEGENDS GLOBAL

941-833-5444 office
941-833-5451 fax

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	Premier Auto Auction			Event Date(s)	November 30-December 8, 2026		
Name of Requestor	Jim Finch			Title	General Manager		
Address	75 Taylor Street	City	Punta Gorda	State	Florida	Zip	33950
Phone #'s	[redacted]						
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 18-20, 2027						
Description of Event	Premier Auto 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 ☐ Included Plan

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

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	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

Charlotte Harbor Event Center
Organization

Jim Finch
Type or Printed Name & Title

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 May 26, 20 26, by Jim Finch, who is personally known to me or who has produced FDL as identification.

(Signature of Notary)

(Seal)

NOTARY PUBLIC STATE OF FLORIDA
LISA S. FAEHR
Notary Public - State of Florida
Commission # HH 748870
My Comm. Expires Feb 20, 2030


MAP # 1
Approved Sign Locations
Laishley Park
41S
Laishley Park
Trabue Park
Charlotte Harbor Events Center
Gilchrist Park
Fishermen's Village
ASHLEY CT
E RETTA ESPLANADE
PATTY AVE
17S
E MARION AVE
E OLYMPIA AVE
MILUS ST
BROWN ST
17N
BOOTH ST
HERALD CT
SULLIVAN ST
TAYLOR ST
TAMIAMI TRL
FITZHUGH AVE
COOPER ST
SCOTT ST
W RETTA ESPLANADE
CHASTEEN ST
DOLLY ST
SARAH ST
TRABUE AVE
DURRANCE ST
HARVEY ST
GOLDSTEIN ST
MARY ST
IDA AVE
LINCOLN RD
41N
NESBIT ST
DUPONT ST
WOOD ST
KING ST
GRANT ST
AGAPE ISLE
MAUD ST
PALM AVE
GILL ST
W CHARLOTTE AVE
CROSS ST
MYRTLE ST
PITMAN ST
W VIRGINIA AVE
MCGREGOR ST
W HELEN AVE
BURLAND ST
BREAKERS CT
W MARION AVE
W OLYMPIA AVE
BERRY ST
W WILLIAM ST
TAYLOR RD
LEMON ST
W MCKENZIE ST
41
ALLEN ST
SHREVE ST
GARVIN ST
W HENRY ST
W ANN ST
CAICOS DR
EXUMA CT
ANDROS CT
RUM CAY CT
CITY OF PUNTA GORDA FLORIDA
N
W
E
S
Miles
0
0.25
0.5
0.75
Permitted Off Premise Sign
Public Parking
Public Parking - Weekends Only

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	Premier Auto Auction	Organization	Charlotte Harbor Event Center
Name of Requestor/Applicant	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'s			

STREET/SIDEWALK CLOSURE		
Event date	March 14 - 23, 2027	
Event Hours	From: 8:00am ■ AM ☐ PM	TO: 6:00pm ☐ 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, Jim Finch as authorized representative

Of Charlotte Harbor 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 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

May 26, 2026
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.

	May 26, 2026
Signature of Permitee/Vendor/Employer Requesting Extra Duty Detail	Date


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

HARBOR WALK DETOUR



DUE TO THE AUTO AUCTION - THE HARBOR WALK IS CLOSED FOR PEDISTRATIONS.
BELOW IS A MAP OF THE HARBOR WALK DETOUR.
THE CITY OF PUNTA GORDA IS RESPONSIBLE FOR THE PLACING AND REMOVING OF ALL SIGNS.

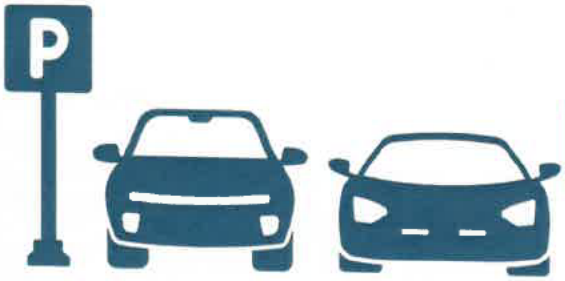
DOWN MARION AVE. TO TAYLOR STREET

TAYLOR STREET TO TIKI BAR/HARBOR WALK





NO ACCESS UNDER BRIDGE STAIRS TO SB US-41 TO MARION AVE.

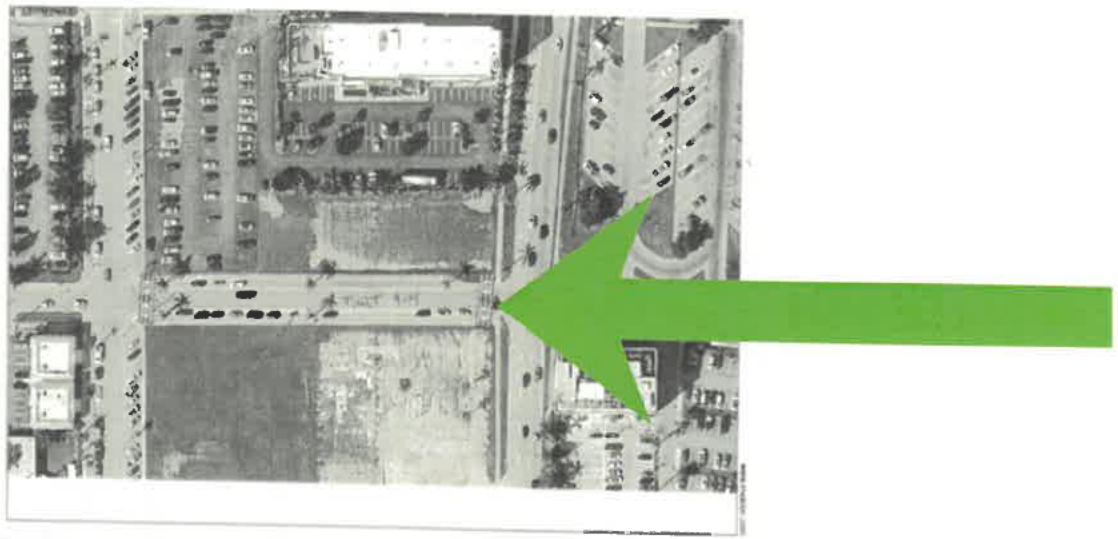


ROAD CLOSURE- RETTA ESPLANADE

DUE TO THE AUTO AUCTION - THE RETTA ESPLANDE EXTENSION IS CLOSED FOR VEHICLE UNLOADING. THE ROAD WILL BE CLOSED FROM 9AM - 4PM ON:

TUESDAY 3/16/27
WEDNESDAY 3/17/27
THURSDAY 3/18/27

THE CITY OF PUNTA GORDA IS RESPONSIBLE FOR THE PLACING AND REMOVING OF ALL SIGNS.



CHARLOTTE HARBOR
Event & Conference Center


Tamiami Trl
Latchley Ct
Nesbit St
E Retta Esplanade
Harborside Ave
41
W Retta Esplanade
CHARLOTTE HARBOR
17
Duncan St
Wood St
E Marion Ave
Herald Ct
W Marion Ave
E Olympia Ave
Taylor St
W Olympia Ave
E Virginia Ave

TAYLOR STREET TO TIKI BAR/HARBOR WALK
DOWN MARION AVE. TO TAYLOR STREET
NO ACCESS UNDER BRIDGE
STAIRS TO SB US-41 TO
MARION AVE.
Tamiami Trl
W Marion Ave
E Marion Ave
W Olympia Ave
E Olympia Ave
E Virginia Ave
Taylor St
Dupont St
Nesbit St
Herald Ct
W Retta Esplanade
E Retta Esplanade
Harborside Ave
Charlotte Harbor

City of Punta Gorda, Florida

Event Review Report

Event Name: Premiere Auto Auction
Location: Charlotte Harbor Event Center
Date/Dates: 11/30/26 – 12/8/26
Event Contact: Jim Finch/ Event Center General Manager
Phone: 941-833-5445
Email: jimfinch@charlottecountyfl.gov
Permit # 26-00196639
DRC:7/24/26 **CC 8/26/26**
Receipt # **Requested Damage Deposit:**

Application Received: 6/3/26	Insurance:
Facilities:	Letter from Property owner: NA
Police: ☑	Beverage/ Extension License:
Fire:	Tax exempt:
Special Event: ☑	FDOT permit:
ADA: ☑	Paid park rental
Off premises signs: ☑	Example of off premises signs: Need
Road Closures: ☑	

The following comments and/or concerns were identified by the City's Staff regarding this Special Event Application.

URBAN DESIGN DEPARTMENT

Zoning requests:
-The Harborwalk must remain open and accessible during the event
-The applicant is required to coordinate with Public Works regarding any road closures.
-Any event organizer selling alcoholic beverages must supply the City Urban Design/ Zoning & Code Compliance Division with a copy of the State of Florida Alcoholic Beverage license.

Adrianna Gehrke	7/10/2026
Urban Design Representative	Date

SANITATION DIVISION | SOLID WASTE REMOVAL SERVICES

No issues for Sanitation. The property owner must contact Sanitation directly if they require additional pick-ups of the dumpster on the property due to this event. Fees will be charged accordingly for extra pick-ups.

Jennifer Daumann Sanitation Division Representative	7-2-2026 Date

FIRE DEPARTMENT

Tent permit is required by the fire department. No other comments.

Fire Marshal TJ Smith Fire Department Representative	6/29/2026 Date

POLICE DEPARTMENT

No Comments

Captain Norman Nahra Police Department Representative	07/04/2026

PUBLIC WORKS

No additional comments

Thomas Macy Engineering Department Representative	06/29/2026 Date

RIGHT OF WAY

PLEASE ENTER COMMENTS HERE

David Meyers Engineering Department Representative	 Date

DEVELOPMENT REVIEW COMMITTEE
CITY OF PUNTA GORDA
07/24/2026

PERMIT REVIEW

Title: Road Closure Request - Event Permit 26-00196640 - Premier Auto Auction, at Charlotte Harbor Event Center, March 8-17, 2027

Funds:

Recommended Action: For DRC review and approval of road closures.

Summary: Premier Auto Auction will be held March14, 2026 through March 23, 2027 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 Rd. extension to the Harborwalk. Tents and alcohol are being proposed.

Department/Division: Urban Design

EXHIBITS:

1. Application
2. Event Review Report

Punta Gorda

March

PAID

JUN 03 2026

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: 6/3/26	**PERMIT NO:** 26-00196640
Application Fee: $50.00 (DUE AT TIME OF APPLICATION)	**DRC DATE:** 7/24/26 6/26/26

Name of Event	Premier Auto Auction
Applicant or Organization	Charlotte Harbor Event & Confernce Center
Event Date(s)	March 14 - 23, 2027

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 14 - 18 - Auto Load-In March 19 - 20 - Auto Auction March 21 - 23 - Auto Load-Out		

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
11/30/26	8am	6pm	12/3/26	8am	7pm	12/6/26	8am	6pm
12/1/26	8am	6pm	12/4/26	8am	7pm	12/7/26	8am	6pm
12/2/26	8am	6pm	12/5/26	8am	7pm	12/8/26	8am	6pm

Has this event been held in the Past?	☐ No ■ Yes – When March, 2026 In attendance 2500		
Anticipated Crowd Size for this event	2500	Peak Hours 12/4-5 - 10am-4pm	
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 #'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, 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

Charlotte Harbor Event Cen
Organization

Jim Finch
Type or Printed Name & Title

May 26, 2026
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of ~~26~~ May 26, 2026, by Jim Finch, who is personally known to me or who has produced FDL as identification.

Lisa S. Faehr
(Signature of Notary)

LISA S. FAEHR
Notary Public - State of Florida
Commission # HH 748870
My Comm. Expires Feb 20, 2030

(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	Premier Auto Auction	**Organization**	Charlotte Harbor Event Center
Event Date(s)	December 3-5	**Event Time(s)**	10:00am - 6:00pm

Name of Requestor/Applicant		**Designated ADA Coordinator**	
Name	Jim Finch	**Name**	Jim Finch
Title	General Manager	**Title**	Genertal Manager
Phone #	[redacted]		
Email			
Address			

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 — Date: 05/26/2026

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.

TJ Smith
Fire Marshal, EMT
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	Auto Auction	Event Date	December 3-5	Event Time	10:00am to 6:00pm

Signature

Charlotte Harbor Event & Conference Center
Organization

Jim Finch, General Manager
Type or Printed Name & Title

5/26/26
Date

Florida's Harborside Hometown

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 (three 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 Charlotte Harbor 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 5/26/26

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 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

5/26/26
Date

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.

CHARLOTTE HARBOR
Event & Conference Center
FLORIDA

May 22, 2026

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 December 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. 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, November 30	6pm-6am
Tuesday, December 1	6pm-6am
Wednesday, December 2	6pm-6am
Thursday, December 3	6pm-6am (Opening Reception – 5pm-8pm)
Friday, December 4	6am-6pm (Auction: 10am-6pm)
	6pm-6am
Saturday, December 5	6am-6pm (Auction: 10am-6pm)
	6pm-6am
Sunday, December 6	6pm-6am
Monday, December 7	6pm-6am
Tuesday, December 8	6pm-6am

Sincerely,

Jim Finch
General Manager, Legends Global
Charlotte Harbor Event
& Conference Center

75 Taylor Street
Punta Gorda, FL 33950
www.charlotteharborecc.com

LEGENDS GLOBAL

941-833-5444 office
941-833-5451 fax

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	Premier Auto Auction	Event Date(s)	November 30-December 8, 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	December 3-5, 2026		
Description of Event	Premier Auto 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 ☐ Included Plan

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

Charlotte Harbor Event Center
Organization

Jim Finch
Type or Printed Name & Title

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 May 26, 20 26, by Jim Finch, who is personally known to me or who has produced FDL as identification.

(Signature of Notary)

NOTARY PUBLIC STATE OF FLORIDA
LISA S. FAEHR
Notary Public - State of Florida
Commission # HH 748870
My Comm. Expires Feb 20, 2030

(Seal)


MAP # 1
Approved Sign Locations
Laishley Park
Laishley Park
Trabue Park
Gilchrist Park
Charlotte Harbor Events Center
Fishermen's Village
41S
17S
17N
41N
41
E MARION AVE
E OLYMPIA AVE
E RETTA ESPLANADE
W RETTA ESPLANADE
AISHLEY CT
PATTY AVE
BROWN ST
MILUS ST
BOOTH ST
TAYLOR HERALD CT
SULLIVAN ST
TAYLOR ST
TAMIAMI TRL
FITZHUGH AVE
COOPER ST
SCOTT ST
MARY ST
IDA AVE
LINCOLN RD
GRANT ST
NESBIT ST
DUPONT ST
WOOD ST
KING ST
EDISON AVE
ABBAGA
CHASTEEN ST
DOLLY ST
SARAH ST
TRABUE AVE
DURRANCE ST
HARVEY ST
GOLDSTEIN ST
PALM AVE
GILL ST
W CHARLOTTE AVE
CROSS ST
MYRTLE ST
BURLAND ST
CARMA
ALLEN ST
MAUD ST
PITMAN ST
W VIRGINIA AVE
MCGREGOR ST
W HELEN AVE
BREAKERS CT
W MARION AVE
W OLYMPIA AVE
BERRY ST
W WILLIAM ST
LEMON ST
TAYLOR RD
SHREVE ST
W MCKENZIE ST
W HENRY ST
W ANN ST
GARVIN ST
CAICOS DR
EXUMA CT
ANDROS CT
RUM CAY CT
CITY OF PUNTA GORDA FLORIDA
N
W
E
S
Miles
0
0.25
0.5
0.75
Permitted Off Premise Sign
Public Parking
Public Parking - Weekends Only

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	Premier Auto Auction	Organization	Charlotte Harbor Event Center
Name of Requestor/Applicant	Jim Finch	Title	General Manager
Address	[redacted]		
Phone #'s			

STREET/SIDEWALK CLOSURE					
Event date	November 30 - December 8, 2026				
Event Hours	From: 8:00am	■ AM	☐ PM	TO: 6:00pm	☐ 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, Jim Finch as authorized representative

Of Charlotte Harbor 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 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

May 26, 2026
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

May 26, 2026
Date


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


W Retta Esplanade
W Marion Ave
Taylor St
W Olympia Ave
Herald Ct
E Marion Ave
E Olympia Ave
E Virginia Ave
Nesbit St
Dupont St
Woolf St
E Retta Esplanade
Harborside Ave
Tamiami Trl
Laishley Ct
41


NO ACCESS UNDER BRIDGE
STAIRS TO SB US-41 TO
MARION AVE.
TAYLOR STREET TO TIKI BAR/HARBOR WALK
DOWN MARION AVE. TO TAYLOR STREET
Tamiami Trl
Harborside Ave
Laishley Ct
Nesbit St
E Retta Esplanade
W Retta Esplanade
W Marion Ave
E Marion Ave
Herald Ct
Taylor St
E Olympia Ave
W Olympia Ave
E Virginia Ave
Dupont St
Wood St
41
17

HARBOR WALK DETOUR

DUE TO THE AUTO AUCTION - THE HARBOR WALK IS CLOSED FOR PEDISTRATIONS.
BELOW IS A MAP OF THE HARBOR WALK DETOUR.
THE CITY OF PUNTA GORDA IS RESPONSIBLE FOR THE PLACING AND REMOVING OF ALL SIGNS.

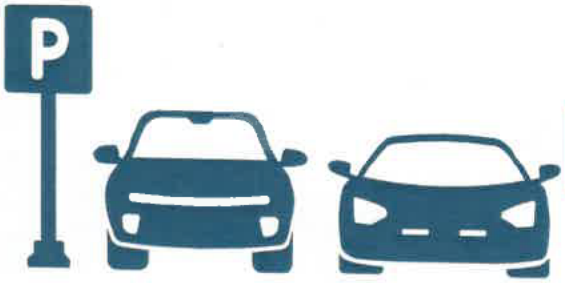
DOWN MARION AVE. TO TAYLOR STREET

TAYLOR STREET TO TIKI BAR/HARBOR WALK





NO ACCESS UNDER BRIDGE STAIRS TO SB US-41 TO MARION AVE.

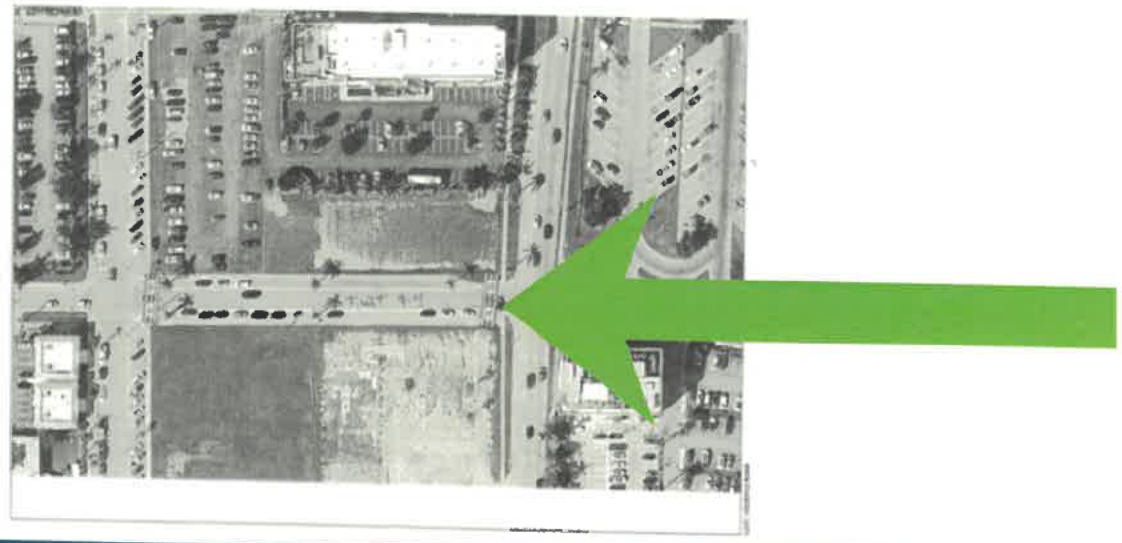


ROAD CLOSURE- RETTA ESPLANADE

DUE TO THE AUTO AUCTION - THE RETTA ESPLANDE EXTENSION IS CLOSED FOR VEHICLE UNLOADING. THE ROAD WILL BE CLOSED FROM 9AM - 4PM ON:

TUESDAY 12/1/26
WEDNESDAY 12/2/26
THURSDAY 12/3/26

THE CITY OF PUNTA GORDA IS RESPONSIBLE FOR THE PLACING AND REMOVING OF ALL SIGNS.



CHARLOTTE HARBOR
Event & Conference Center

City of Punta Gorda, Florida

Event Review Report

Event Name: Premiere Auto Auction
Location: Charlotte Harbor Event Center
Date/Dates: 3/8/27 -3/17/27
Event Contact: Jim Finch/ Event Center General Manager
Phone: 941-833-5445
Email: jimfinch@charlottecountyfl.gov
Permit # 26-00196639
DRC:7/24/26 **CC 8/24/26**
Receipt # **Requested Damage Deposit:**

Application Received: 6/3/26	Insurance:
Facilities:	Letter from Property owner: NA
Police: ✅	Beverage/ Extension License:
Fire:	Tax exempt:
Special Event: ✅	FDOT permit:
ADA: ✅	Paid park rental
Off premises signs: ✅	Example of off premises signs: Need
Road Closures: ✅	

The following comments and/or concerns were identified by the City's Staff regarding this Special Event Application.

URBAN DESIGN DEPARTMENT

Zoning requests:
-Please indicate the correct event dates on ADA form, Special event safety checklist, off-premises sign application & PW contract.
-The Harborwalk must remain open and accessible during the event
-The applicant is required to coordinate with Public Works regarding any road closures.
-Any event organizer selling alcoholic beverages must supply the City Urban Design/ Zoning & Code Compliance Division with a copy of the State of Florida Alcoholic Beverage license.

Adrianna Gehrke	7/10/2026
Urban Design Representative	Date

SANITATION DIVISION | SOLID WASTE REMOVAL SERVICES

No issues for Sanitation. The property owner must contact Sanitation directly if they require additional pick-ups of the dumpster on the property due to this event. Fees will be charged accordingly for extra pick-ups

Jennifer Daumann	7/2/2026
Sanitation Division Representative	Date

FIRE DEPARTMENT

Tent permit is required by the fire department. No other comments.

Fire Marshal TJ Smith	6/29/2026
Fire Department Representative	Date

POLICE DEPARTMENT

No comments

Captain Norman Nahra	07/04/2026
Police Department Representative	

PUBLIC WORKS

No Additional Comments

Thomas Macy	6/29/2026
Engineering Department Representative	Date

RIGHT OF WAY

PLEASE ENTER COMMENTS HERE

David Meyers	
Engineering Department Representative	Date