

CHARLOTTE COUNTY PLANNING AND ZONING BOARD
REGULAR MEETING
Administration Center, 18500 Murdock Circle, Room 119, Port Charlotte, Florida

Board Members

Michael Gravesen, Chair
Doug Izzo
Stephen Vieira, Secretary
Phillip Smallwood
Clint Baker, Vice-Chair



District

District V
District III
District I
District II
District IV

MINUTES-Draft
REGULAR MEETING

September 8, 2025, at 1:30 p.m.

Call to Order

Chair Gravesen called the meeting to order at 1:30 pm

Roll Call

Upon roll call it was determined a quorum was present, and all members were present.

Approval of Minutes – August 11, 2025, Regular Meeting

Announcements

Mr. Cullinan advised item number one will be continued to the October meeting.

The oath was provided by **Recording Secretary Sargent** for those wishing to provided testimony.

PETITIONS

1.) SV-25-04

Legislative

Commission District II

David Binder is requesting to vacate a portion of the undeveloped Venice Canal adjacent to Lot 11, Block D, 1st addition to Rio Villa subdivision, according to the Plat thereof as recorded in Plat Book 4, Page 10B of the Public Records of Charlotte County, Florida and abutting the property located at 535 Boardman Drive, in the Punta Gorda area. The site contains 1,940± square feet and is in Commission District II. **** PER THE APPLICANT'S REQUEST, THIS APPLICATION IS CONTINUED. ****

2.) PD-25-08

Quasi-Judicial

Commission District IV

An Ordinance, pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Planned Development (PD) to PD. This is a major modification amending Ordinance Number 2025-007 to revise development standards for townhomes by reducing the "minimum lot width" from 20 feet to 16 feet and the "minimum side yard abutting road" from 15 feet to ten feet for townhomes; for multiple parcels, generally located north of El Jobean Road (SR 776), south of Seymour Avenue, east of the Como Waterway, and west of Collingswood Boulevard, within the boundary of the Murdock Village Community Redevelopment Area; in the Port Charlotte area; containing 154.93± acres; Commission District IV; Petition No. PD-25-08; Applicant: KL JAK WP, LLC; providing an effective date.

Jie Shao, Principal Planner, provided the findings and analysis for Petition **PD-25-08** with a recommendation of approval based on the reasons stated in the staff report.

Questions for Staff

Chair Gravesen spoke to Ms. Shao; discussion ensued between Mr. Cullinan and Mr. Vieira.

Mr. Cullinan spoke on the dimensional standards for all three portions of the West Port Development and discussion ensued with Mr. Vieira.

Applicant's Presentation

Linda Stewart, representing the applicant, accepts Ms. Shao as an expert witness and concur with staff's presentation.

Public Input

None.

- **Mr. Baker** moved to close the public comment, seconded by **Mr. Izzo**, with a unanimous vote.

Discussion

None.

Recommendation

Mr. Baker moved that **PD-25-08**, be sent to the Board of County Commissioners with a recommendation of Approval, based on the findings and analysis in the staff memo dated **August 24, 2025**, Charlotte County's Comprehensive Plan along with the evidence and testimony presented at today's meeting, second by **Mr. Izzo**; and carried by a unanimous vote.

3.) TLDR-25-01

Legislative

Countywide

An Ordinance of the Board of County Commissioners of Charlotte County, Florida, amending Charlotte County Code Chapter (Ch) 3-7: Subdivision Regulations, by 1) revising Article I: In General, Section (Sec.) 3-7-32: Application Process, Steps 8 & 9, 2) revising Sec. 3-7-34: Approval of the Final Plat, and 3) replacing Article XI: Standard Forms, Sec. 3-7-185: Certificate of Approval of County Commission with new Sec. 3-7-185: Certificate of Approval of Community Development Department Director; Application number: TLDR-25-01; Applicant: Charlotte County Board of County Commissioners; providing for inclusion in the Charlotte County Code; providing for conflict with other ordinances; providing for severability; and providing for an effective date.

Jie Shao, Principal Planner, provided the findings and analysis for Petition **TLDR-25-01** with a recommendation of approval based on the reasons stated in the staff report.

Questions for Staff

None.

Public Input

None.

- **Mr. Baker** moved to close the public comment, seconded by **Mr. Izzo**, with a unanimous vote.

Discussion

Chair Gravesen discussed process with Mr. Cullinan and Ms. Shao.

Recommendation

Mr. Baker moved that **TLDR-25-01**, be sent to the Board of County Commissioners with a recommendation of Approval, based on the findings and analysis in the staff memo dated **August 24, 2025**, Charlotte County's Comprehensive Plan along with the evidence and testimony presented at today's meeting, seconded by **Mr. Vieira**; and carried by a unanimous vote.

Charlotte County Planning and Zoning Board Minutes Continued

September 8, 2025

Page 3 OF 3

ADJOURNMENT

The meeting was adjourned at 1:47 p.m.

Submitted by Kim Sargent, recording secretary

Community Development



Michael Gravesen, Chair