



City of North Port
NEIGHBORHOOD DEVELOPMENT SERVICES
DEPARTMENT
Planning & Zoning Division
941-429-7156



MEMORANDUM

TO: A. Jerome Fletcher II, ICMA-CM, MPA, City Manager Digitally signed by Jerome Fletcher
DN: cn=Jerome Fletcher, o=City of North Port, ou=City Manager,
email=JFletcher@cityofnorthport.com

THRU: Jason Yarborough, ICMA-CM, Assistant City Manager Digitally signed by Jason Yarborough
DN: cn=Jason Yarborough, o=City of North Port, ou=Assistant City Manager,
email=JYarborough@cityofnorthport.com

THRU: Alaina Ray, AICP, Neighborhood Development Services Director Digitally signed by Alaina Ray
Date: 2022.07.20 17:01:24 -04'00'

FROM: Lori Barnes, AICP, CPM, Planning & Zoning Manager Digitally signed by Lori Barnes
Date: 2022.07.20 16:59:35 -04'00'

SUBJECT: Consideration of City Commission Policy

TOPIC: Final Plat Mylar Signatories

RELATED CODE: Unified Land Development Code Sec. 37-8(F) Recording of Plat

DATE: July 20, 2022

To avoid delays due to absence, vacations, or unexpected leaves of absence, Planning and Zoning has requested the City Surveyor and City Engineer authorize secondary signatories for final plat mylars. Preferably, all required signatories would authorize a second staff person or officer to sign mylars in their absence.

However, apart from the surveyor and engineer, all other City signatories are a Charter officer or an elected official (City Clerk, City Attorney, Mayor). As the officers are appointed by the City Commission, their direction must come from the City Commission, while the Mayor is autonomous.

Therefore, to accomplish expedited delivery of final plat mylars to applicants, we respectfully request consideration of a City Commission policy to:

1. Authorize the Deputy City Clerk, Assistant City Attorney(s), and Vice-Mayor to sign plats in the event the primary signatory is unavailable; and
2. Establish a practice of signing mylars immediately following the meeting at which the final plat is approved.

Thank you for your consideration; should you have questions or wish to discuss, please feel free to contact me.

Basis for Policy Request:

Comprehensive Plan

Future Land Use Element

1. FLU 1.12 Identify and assess methods that would attract non-residential development to North Port.

Economic Development Element

1. Policy 1.2.2: Continue to monitor and identify new methods to enhance service and procedures, including but not limited to, administrative review and approval of targeted development applications.
2. Policy 1.2.3: Systematically review the City's regulatory processes to support economic development activities, particularly for identified and targeted market sectors.
3. Policy 1.2.4: Provide the regulatory network and processes to help increase available shovel-ready sites for manufacturing, research and development, office uses, distribution, and light industrial use.
4. Policy 1.2.6: Identify policies and procedures that unnecessarily impede and/or duplicate the permitting process. If needed, recommend changes to current policies and procedures required to start-up, relocate or expand a business, identify new policies and procedures to streamline the process, implement in order to create an open and transparent permitting process.

Strategic Plan

Organizational Values

1. **Accountability:** We are dedicated to the highest ethical standards and accept ownership for our conduct and obligations.
2. **Integrity:** We maintain the public's trust through honest, transparent, respectful, and equitable behavior.
3. **Customer Service:** We provide outstanding customer relations through compassion, professionalism, and purpose by building connections with our residents, businesses, and internal staff and strive to make a positive difference.

Economic Development & Growth Management Priorities

1. Improve City processes and regulations to support a business climate of innovation, entrepreneurship, and investment.
2. Complete a customer-focused streamlined permitting process to stimulate economic development.