



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes - Draft Community Economic Development Advisory Board

Tuesday, March 15, 2022

10:30 AM

City Hall Room 244

1. Call to Order

Chair Worden called the meeting to order at 10:31 a.m.

2. Roll Call

Present 4 - Chair Worden, Board Member Pankiw, Board Member Van Bergen and Board Member Gortz

Absent 3 - Vice Chair Garafalo, Board Member Sautbine and Board Member Van Salisbury

Also Present

Economic Development Manager Mel Thomas, Market Research Analyst Randy Bowling, Staff Assistant Kaitlyn Stelzer, Interim Staff Assistant Destiny Garraus, and Recording Secretary Susan Hale.

3. Pledge of Allegiance

The Pledge of Allegiance was led by the Board.

4. Public Comment

There was no public comment.

5. Approval of Minutes

- A. [22-2366](#) Approval of Minutes for the February 17, 2022 Community Economic Development Advisory Board Meeting.

A motion was made by Board Member Gortz, seconded by Board Member Pankiw, to approve the Minutes as presented. The motion carried unanimously on a voice vote.

6. Presentations

- A. [22-2290](#) Sunshine Law Training (Presented by the Office of the City Attorney)

Mr. Golen provided a presentation including definition of public meetings, open meeting requirements, penalties for violations, public records definition, determination of what a public record consists, email and text messages as they relate to public records, public record requests, record retention, ethics resources, prohibited conduct, solicitation of gifts, unauthorized compensation, misuse or abuse of public position, disclosure or use of certain information, prohibited relationships, doing business with the City, conflicting

employment or contractual relationships, voting and voting conflicts of interest, who is a relative, penalties for violating Sunshine laws, meeting procedures, quorums and motions, and requesting information that is not a public record.

7. New Business

A. [22-2360](#) Election of Chair and Vice Chair

Chair Worden stated nominations were now in order for the office of Chair.

Discussion ensued regarding how long a chair may hold his/her seat and electing members to office who are absent.

Board Member Gortz nominated Nicholas Worden as Chair.

Chair Worden queried if there were any further nominations. Without objection, the nominations were closed.

The nomination of Nicholas Worden as Chair carried on a voice vote.

Chair Worden stated nominations were now in order for the office of Vice Chair.

Board Member Gortz nominated Robert Garafalo as Vice Chair.

Chair Worden queried if there were any further nominations. Without objection, the nominations were closed.

The nomination of Robert Garafalo as Vice Chair carried on a voice vote.

B. [22-2361](#) Discussion and Possible Action on Community Economic Development Advisory Board Structure and Terms

Chair Worden introduced the item and provided an overview of the general structure and terms for advisory boards.

Discussion ensued regarding the recommendation to modify the Board's legislation, to include increasing the Board Member's term limits, easing the restrictions regarding expertise requirements, adding a liaison from the Chamber of Commerce or the Chamber's Economic Development Board, opening an opportunity for the Sarasota County Economic Development Corporation (EDC), and adding representation from targeted industries, availability of industry leaders to attend morning meetings, requirements to hold a zoom meeting, examples of targeted industries by geographic areas, other professional areas being added to the Board, a Commissioner as an ex officio member, and providing the City's policy regarding requirements for holding a zoom meeting.

A motion was made by Board Member Pankiw, seconded by Board Member Van Bergen, to recommend approval to Commission to increase the Board's appointment time from two years to three years for new and renewing members. The motion carried unanimously on a voice vote.

Discussion ensued regarding adding categories from targeted industries, Aviation and Aerospace, Corporate Headquarters, BioLife Science, rewording Financial Services to Fin Tech, Information Technologies, Creative Industries, Logistics and Distribution, keeping the total active members to 11 and reviewing the motions next meeting.

A motion was made by Board Member Pankiw, seconded by Board Member Gortz, to recommend approval to Commission to appoint no more than 11 Active Members to the Board at one time, adding the following categories from targeted industries to the Board's potential membership: Fin Tech, Aviation and Aerospace, Corporate Headquarters, IT/Creative Industries, BioLife Sciences, Logistics and Distribution, Mixed-Use, and a rotating Commissioner (based on availability) as an Ex-officio Non-voting Member. The motion carried unanimously on a voice vote.

8. Updates

A. [22-2362](#) Mobility Fees

Chair Worden introduced the item.

Discussion ensued regarding moving transportation fees to mobility fees and Sarasota County's previous adoption of mobility fees.

Ms. Thomas spoke to the Commission presentation and their action to defer questions to a later date, mobility fees being a large component of impact fees, the City's impact fee waiver process will include mobility fees when introduced, and mobility and impact fees as a combined fee being effective October 1, 2022.

B. [22-2363](#) Incentives Workshop

Chair Worden introduced the item.

Ms. Thomas addressed the Economic Development Services' presentation to the Commission regarding affordable housing, incentivizing vertical mixed-use development, using geographical overlays for targeted industries, public/private sector partnerships, rapid permitting, mobility fee integration, financial support tools, community redevelopment, committing dollars and incentive plans for small business and entrepreneurships, using Tree Fund money to help sustainability, and permit fee mitigation by industry and vertical mixed-use developments.

Discussion ensued concerning encouraging small business growth and other municipalities adopting these incentive procedures.

9. Future Agenda Items

Future agenda items included draft of recommendations to the Commission.

10. Public Comment

There was no public comment.

11. Adjournment

Chair Worden adjourned the meeting at 12:11 p.m.

Nicholas Worden, Chair

Minutes were approved on the ____ day of _____, 2022.

