



# City of North Port

4970 CITY HALL BLVD  
NORTH PORT, FL 34286

## Meeting Minutes Planning & Zoning Advisory Board

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Thursday, February 6, 2025

9:00 AM

City Commission Chambers

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### 1. CALL TO ORDER

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

### 2. ROLL CALL

**Present:** 8 - Vice Chair Ludos, Board Member Irizarry, Board Member Patricoski, Chair Waugh, Board Member Baer, Board Member Keogh, Alternate I Wolf and Alternate II Gortz

**Absent:** 1 - Board Member Bagaev

### ALSO PRESENT

Assistant City Attorney Coughlin, City Clerk Faust, Board Specialist Gray, Planner Brown, Staff Liaison Willette-Grondin, and Assistant Director of Development Services Quintas

### 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. [25-1845](#) Approve the January 16, 2025 Planning and Zoning Advisory Board Minutes

Discussion took place regarding changes.

***A motion was made by Vice Chair Ludos, seconded by Board Member Baer, to continue the minutes to the next meeting for review of changes. The motion carried on the following vote:***

**Yes:** 8 - Vice Chair Ludos, Board Member Irizarry, Board Member Patricoski, Chair Waugh, Board Member Baer, Board Member Keogh, Alternate I Wolf and Alternate II Gortz

**Absent:** 1 - Board Member Bagaev

### 6. PUBLIC HEARING

- A. [VAC-24-174](#) Consideration of Petition VAC-24-174 through Resolution No. 2025-R-13 Vacating the Platted 10-foot Utility and Drainage Easements For Lots 11, 12, 31 and 32 Block 1438, 29th Addition to Port Charlotte Subdivision.

(Quasi-Judicial)

Chair Waugh announced the item, stated this is a quasi-judicial hearing, and called on the Board Specialist to read the petition title and swear in those wishing to provide testimony.

Ms. Gray read the petition title and swore in those wishing to provide testimony.

Chair Waugh called for disclosure of ex-parte communications.

The Board disclosed no ex-parte communications.

Ms. Gray stated there were no aggrieved parties.

Mr. Brown, being duly sworn, provided a presentation including overview, background, review process, compliance with Florida Statutes and Unified Land Development Code (ULDC), staff recommendations and survey of existing conditions.

There was no public comment.

Board questions and discussion took place regarding applicant availability, existing conditions, utility approval, and drainage impacts.

Ms. Willette-Grondin, being duly sworn, responded to questions regarding drainage impacts.

Board questions and discussion continued regarding inclusion of survey in backup, vacating easements on all lots, Florida Statute requirements, unity of lots, septic tank location, easement relocation, property value, location of pool, and continuing the item for additional information.

Ms. Coughlin spoke to legal requirement to approve or deny the application.

Board questions and discussion continued regarding Board role, statutory requirements, and process for approval/denial.

There were no closing arguments.

Chair Waugh closed the public hearing and requested a motion.

***A motion was made by Vice Chair Ludos, seconded by Board Member Irizarry, to recommend approval to the City Commission of Resolution No. 2025-R-13, as presented. The motion failed on the following vote:***

**Yes:** 4 - Vice Chair Ludos, Board Member Irizarry, Board Member Patricoski and Alternate II Gortz

**No:** 4 - Chair Waugh, Board Member Baer, Board Member Keogh and Alternate I Wolf

**Absent:** 1 - Board Member Bagaev

***A motion was made by Board Member Baer, seconded by Board Member Wolf, to recommend denial to the City Commission of Resolution No. 2025-R-13, as presented. The motion carried on the following vote:***

**Yes:** 6 - Board Member Irizarry, Chair Waugh, Board Member Baer, Board Member Keogh, Alternate I Wolf and Alternate II Gortz

**No:** 2 - Vice Chair Ludos and Board Member Patricoski

**Absent:** 1 - Board Member Bagaev

**7. PRESENTATION**

**A.** [25-1852](#) Presentation of Sunshine Law Training (Presented by the Office of the City Attorney)

Chair Waugh announced the item.

Ms. Coughlin provided a presentation including public meetings definitions, open meeting requirements, penalties for violations, and examples, public records definitions, email and text messages, public record requests, retention, and penalty examples, Florida Commission on Ethics prohibited conduct, prohibited relationships, voting, conflicts of interest, relatives, and penalties, and meeting procedures quorums and motions, discussion, alternate members, and requesting information that is not a public record.

Board questions and discussion took place regarding requesting public record requests in writing, public contact and questions, retaining phone record, and ex-parte communications.

There was no public comment.

**8. GENERAL BUSINESS**

**A.** [25-1872](#) Discussion and Possible Action Regarding Election of Chair and Vice Chair

Chair Waugh announced the item and called for nominations for Chair.

Chair Waugh nominated Vice Chair Ludos to serve as Chair.

Board discussion took place regarding responsibilities and ability to serve two years.

Vice Chair Ludos nominated Chair Waugh.

Chair Waugh asked for any additional nominations.

With no additional nominations Chair Waugh closed the nominations and requested a motion.

***A motion was made by Vice Chair Ludos, seconded by Board Member Baer, to elect Chair Waugh as Chair. The motion carried on the following vote:***

**Yes:** 8 - Vice Chair Ludos, Board Member Irizarry, Board Member Patricoski, Chair Waugh, Board Member Baer, Board Member Keogh, Alternate I Wolf and Alternate II Gortz

**Absent:** 1 - Board Member Bagaev

Chair Waugh called for nominations for Vice Chair.

Board Member Baer nominated Vice Chair Ludos to serve as Vice Chair.

Chair Waugh nominated Board Member Irizarry to serve as Vice Chair.

Chair Waugh asked for any additional nominations.

With no additional nominations Chair Waugh closed the nominations and requested a motion.

***A motion was made by Board Member Baer, seconded by Chair Waugh, to elect Vice Chair Ludos as Vice Chair. The motion carried on the following vote:***

**Yes:** 8 - Vice Chair Ludos, Board Member Irizarry, Board Member Patricoski, Chair Waugh, Board Member Baer, Board Member Keogh, Alternate I Wolf and Alternate II Gortz

**Absent:** 1 - Board Member Bagaev

**9. FUTURE AGENDA ITEMS**

Chair Waugh announced the item and queried Staff and Board Members regarding items to be placed on a future agenda including annual report and announcement of new Staff Liaison.

Board discussion took place regarding review of prior reports.

**10. PUBLIC COMMENT**

There was no public comment.

**11. ADJOURNMENT**

Chair Waugh adjourned the meeting at 10:30 a.m.

By: \_\_\_\_\_  
Linda Waugh, Chair