



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes - Final Planning & Zoning Advisory Board

Thursday, June 4, 2020

9:00 AM

Zoom

Virtual Meeting

- A. [20-2278](#) Meeting Notice and Instructions.

1. CALL TO ORDER

Chair Trolli called the meeting to order at 9:09 a.m.

2. ROLL CALL

Present: 4 - Chair Nicholas Trolli, Vice Chair Philip Lamade, James Sawyer and Thomas Nicholson Jr.

Absent: 3 - Jerry Nicastro, John Metzger and Norbert Schneider

Also Present:

Assistant City Attorney Margaret Roberts, Planning Division Manager Nicole Galehouse, City Clerk Heather Taylor and Recording Secretary Ida Goodman.

3. The Pledge of Allegiance was led by Thomas Nicholson.

4. PUBLIC COMMENT

Dean Vanderstelt: Current permit regulations and processes.

5. APPROVAL OF MINUTES

- A. [20-2255](#) Approval of the minutes for the May 7, 2020 Planning and Zoning Advisory Board Meeting.

A motion was made by James Sawyer, seconded by Thomas Nicholson, to approve the minutes as presented. The motion carried unanimously on a voice vote.

6. PRESENTATION

- A. [20-2258](#) Assistant City Attorney Margaret T. Roberts: Sunshine Law (Public Records and Public Meetings), Ethics, and Meeting Procedures and Quasi-Judicial Training.

Ms. Roberts provided a presentation regarding the Sunshine Law and quasi-judicial procedures.

Discussion ensued regarding time frame for reporting ex-parte communications, definition and procedure of aggrieved parties, procedure time limitations, applicant scheduled

neighborhood meetings, legal ad requirements, determination of relevant evidence and process for action of the board.

7. GENERAL BUSINESS

A. [20-2096](#) 2019 Annual Report to the Commission

Ms. Galehouse provided the annual report to be provided to Commission.

Discussion ensued regarding the process for presenting the annual report to the Commission and goals of the board to promote principles and policies effecting developments.

A motion was made by Thomas Nicholson, seconded by James Sawyer, to approve the annual report as presented. The motion carried unanimously on a voice vote.

A motion was made by James Sawyer, seconded by Philip Lamade, to provide the annual report to the City Manager to be forwarded to the City Commission.

Chair Trolli requested that the annual report be presented to the City Commission by the Chair at a Commission Special Meeting.

Mr. Sawyer withdrew his motion and Mr. Lamade withdrew his second.

A motion was made by Philip Lamade, seconded by James Sawyer, to approve Chair Trolli presenting the annual report to the Commission at a Commission Special Meeting. The motion carried unanimously on a voice vote.

8. PUBLIC COMMENT

There was no public comment.

9. ADJOURNMENT

Chair Trolli adjourned the meeting at 10:39 a.m.

By: _____
Nicholas Trolli, Chair

Minutes approved on the ____ day of _____, 2020.