

**VILLAGE OF NORTH PALM BEACH
BUSINESS ADVISORY BOARD
MEETING MINUTES
TUESDAY, AUGUST 15, 2023**

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1. CALL TO ORDER

David Talley called the meeting to order at 5:33 P.M.

2. ROLL CALL

Present: Nina Balgar, Veronica Frehm, Marshall Gillespie, Ronald Lantz, David Talley, Adam Jones, Nathan Kennedy

Staff: Caryn Gardner-Young, Community Development Director; Barbara Bruckner, Executive Assistant; Councilmember, Darryl Aubrey

3. APPROVAL OF MINUTES

- Motion to approve minutes from July 18, 2023 by Veronica Frehm. Second by Nathan Kennedy. Motion passed unanimously 7-0.

4. PUBLIC COMMENTS

- None.

5. NEW BUSINESS

- Business Liaison Program - Caryn explained how the program would work guiding each new business or new development applicant through the process of becoming a North Palm Beach business. She would be the point of contact person for now and then it would be the Principal Planner once that position has been filled. The Board agreed that the program would be a good idea.
- Business of the Month – Caryn explained that each month a business would be selected to be highlighted in the weekly eNews, monthly newsletter, social media, and on the Village website. Council could present them with a “Certificate of Excellence”. They could also receive a decal to display on their front window. If the business is a member of the Palm Beach North Chamber of Commerce, they could be highlighted on their website. The Board liked the idea and agreed that they should submit nominations to Caryn. Caryn will provide them with a nomination form for discussion at the next meeting. In addition to Business of the Month, the Board would like to highlight new businesses.

6. OLD BUSINESS

- Possible Board Topics/Actions – Caryn provided a memo with a list of discussion topics, future projects, and potential events/programs for the Board to consider. The Board expressed interest in the following for discussion at future meetings:
 1. Ribbon Cutting Ceremonies
 2. Taste of North Palm Beach (limited to select businesses?)
 3. Biannual State of the Community Development Department
 4. Biannual Business Community Workshop (begin in January 2024)
 5. Library of Resources tied to the Business Directory
 6. Business Expo
 7. Farmer’s Market (coordination and staffing could be an issue?)
 8. Quarterly meetings – Council requires monthly meetings
 9. Code Changes:
 - a) A “Certificate of Use” will replace the Business Tax Receipt - the approval/denial process will include a review of their business to ensure they are in the correct zoning district and in the appropriate building for their specific needs. Caryn would like to implement October 1, 2024.
 - b) Sign Code – will address temporary signs (for lease, grand opening, banners)
 - c) Outdoor Seating – Caryn would like to eliminate the need for Planning Commission approval and go straight to the permitting process. Caryn will send the revised language to the Board for discussion at a future meeting.
- Business Survey - She would like to publicize the last week of August or the first week of September and be open for three (3) weeks. The Board agreed that the data would provide good information. The Board requested a total number of current BTRs. Caryn will provide a list for the next meeting.

7. MEMBER COMMENTS

- None.

8. STAFF COMMENTS

- The next meeting will be on September 19, 2023.

9. ADJOURNMENT

- Motion to adjourn by Nathan Kennedy. Second by Adam Jones.

Meeting adjourned at 6:20 P.M.

Minutes typed by Barbara Bruckner