

Rural Concerns Advisory Committee

Applicant Package - Citizen at Large

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Term 18 Oct 2023 - 30 Sep 2026

Positions Available 1

Number of applicants in this package 1

- Norman, Melissa

Name: Norman, Melissa

Address: 2331 NW 13th Place, Gainesville, FL, 32605

Email: missyno17@gmail.com

Board Name: Rural Concerns Advisory Committee

Primary Phone:

352-284-4394

Please list any civic and professional accomplishments/honors, training or experience related to this appointment::

Assistant Planner - Planner w/ Alachua County Growth Management Department (started 1999), to Senior Planner with Alachua County Environmental Protection Department (resigned 2005). Researched data and analysis, drafted Conservation and Open Space Element, Wildfire Mitigation, others as part of EAR Based Comp Plan Amendment overhaul subsequently litigated and mediated. Worked with stakeholder groups and multiple departments on drafting implementing Land Development Regulations. In private practice, assisted citizens and non-profit organizations on land use and zoning items, conservation easements, organizational and charitable status. In college, studied land use planning in the context of geologic and other physical hazards.

Please list any current/previous Advisory Board appointments:

Current - Alachua County Local Planning Agency and Planning Commission.

What Contributions do you feel you could make if you were selected to this board?:

I'm hoping to give back to the community by bringing my land use planning education, experience, and perspective to offer thoughtful dialogue and policy-based decision-making with insightful recommendations to the County Commission.

Please Agree with the following statements:

I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?:

Yes

Note: This question is for the Gainesville-Alachua County Airport Authority Board

Do you currently hold any publicly elected office in the State of Florida?:

No

Employer :

TAPESOUTH, INC.

Occupation:

CEO

Are you currently serving, or have you ever served, on an Alachua County advisory board? :

Yes

If yes, please list board(s):

Current - Alachua County Local Planning Agency and Planning Commission.

Time of Submission: 02/21/24 9:31:31 AM

Attachments

- MAN Resume 2-2024.pdf

EDUCATION:

University of Florida, Gainesville, FL 32611
J.D. (Focus – Business, Environmental Law), 1997

Oregon State University, Corvallis, OR 97331
M.S. Coursework, Coastal Resources Management, 1993-1994

Stanford University, Stanford, CA 94305
B.S., Environmental Earth Sciences, 1992
B.A., Psychology, 1992

WORK EXPERIENCE:

- 8/93-Pres. **CEO**, TAPESOUTH, INC, Gainesville, FL
Manage small woman-owned family business w/ focus on accounting, government contracts, compliance, legal issues, human resources, technology, strategic planning.
- 8/05-Pres. **Attorney**, Self-Employed, Gainesville, FL
Assist land-owners and non-profit organizations on land use, zoning, conservation easements, estate planning.
- 5/99-8/05 **Environmental Planner**, Alachua County, Gainesville, FL
Designed and performed complex planning research on federal, state, and local planning and regulatory literature. Worked with citizens and professional staff in multiple departments to conceptualize, draft, and implement the County's Comprehensive Plan and Land Development Regulations. Coordinated with attorneys, staff, and stakeholders on litigation and mediation. Performed detailed development plan analysis, environmental and transportation trend analyses.
- 4/98-5/99 **Attorney**, Cooper, Ridge & Beale, Jacksonville, FL
Performed legal research, drafted legal documents, and worked with clients on corporate and environmental compliance. Coordinated with members of local and state government on investigation into contamination at hazardous waste generator facilities. Researched and compiled data on chemicals used, designed and coordinated environmental assessments.
- 5/93-4/98 **Science/Legal Assistant**, Kent, Ridge & Crawford, Jacksonville, FL
Performed in-house environmental consultant duties on sites involving environmental contamination. Designed formula for distribution of exposure-related settlement funds among class of 1,000+ plaintiffs damaged by contamination from local Superfund site. Prepared for and participated in mediation sessions, hearings, and depositions of fact and expert witnesses. Drafted discovery items. Coordinated with land appraisers, science experts, and government agencies at local, regional, state, and national levels.

ADDITIONAL EXPERIENCE:

- 2022-Pres. **Board Member**, Alachua County Local Planning Agency and Planning Commission.
- 2018-Pres. **Vice President/Board Member**, NW 55th Place Condominium Association, Gainesville, FL
- 2015-2021 **Chair**, Millhopper Montessori School PTO Health & Safety/Appreciation Committees, Gainesville, FL
- 2006-2016 **President**, Broadway Center Condominium Association, Jacksonville, FL
- 2014-2016 **Treasurer**, Save Our Rural Areas, Micanopy, FL
- 2011-2015 **President/Vice President**, Raintree Property Owners Association, Gainesville, FL
- 2008-2013 **Chair**, Architectural Review Committee, Raintree POA, Gainesville, FL
- 1993-1996 **Volunteer**, Hipps Road Landfill Coalition, Inc., Jacksonville, FL
Assisted community group of low-income residents by gathering and translating technical information regarding Superfund site investigation and remediation activities. Submitted Freedom of Information Act requests. Contributed to ATSDR Health Assessment.
- 1993-1995 **Member**, NAS Cecil Field Restoration Advisory Board, Jacksonville, FL
Attended meetings, site tours of investigation and cleanup of military base undergoing closure. Provided citizen input on proposed cleanup alternatives.