

City of North Port Historic and Cultural Advisory Board

1. Findings of Fact

- a. The City of North Port has many cultural sites that predate European settlement of the area.
- b. There are, within the city's borders, remnants of early settler culture that reflects the late 19th and early 20th century development of the region.
- c. The City of North Port was incorporated as North Port Charlotte in 1959.
- d. The first developments from the General Development Corporation have already begun to mature and have surpassed the 50-year mark when historical resources are evaluated for their significance
- e. The City of North Port is seeing exponential growth that has the potential to impact historic and cultural resources in the city.
- f. The City Commission wishes to preserve historic and cultural resources through documentation and recognition of significant sites.
- g. The City Commission also wishes to educate residents on the history of North Port in order to make them more informed and engaged citizens.

2. Purpose

- a. This policy shall establish the roles and responsibilities of the Historic and Cultural Advisory Board.
- b. This policy shall establish the means by which historic and cultural resources will be identified and recognized.

3. Board Roles and Responsibilities

- a. The historic and cultural advisory board shall consist of seven members. A maximum of two members may be nonresidents of the city.
- b. Board members hold office for a term of five years and may be reappointed for one additional five-year term. Service is limited to two consecutive terms, but a former board member may reapply after an absence of one year.
- c. The board shall meet monthly at a date and time approved by the board.
- d. The board shall adopt rules and procedures for election of a chair and vice chair as well as for creating and approving agendas and minutes.
- e. The historic and cultural advisory board shall:
 - i. Advise the city commission on designation and regulation of historic and cultural resources within the city.
 - ii. Identify and recommend to city commission recognition of historic and cultural resources
 - iii. Periodically review the city's inventory of historic and cultural resources.

- iv. Identify and make recommendations regarding the city's comprehensive plan, codes, policies, and projects that influence historic and cultural resources.
 - v. Evaluate and make recommendations regarding potential legislation pertaining to historic and cultural resources.
 - vi. Recommend efforts for increasing awareness internally and externally of the city's history, culture, and historic and cultural resources.
 - vii. Recommend efforts to promote and enforce Article 2 of the ULDC to staff and the public
 - viii. Perform other duties related to protecting, conserving, enhancing, and raising public awareness of the city's historic and cultural resources as the city commission may from time to time direct.
4. Historic and Cultural Resources
- a. Historic resources consist of buildings, structures, ruins, landmarks, landscapes, and objects residing within the boundaries of the City of North Port.
 - b. Cultural resources or those resources that are predominately archaeological and have yielded or has the potential to yield significant information about the historic and ancient history of the region, state, or nation residing in the City of North Port
5. Identifying Historic and Cultural Resources
- a. Historic and Cultural Resources may be identified by the following means:
 - i. Review of any historic resource survey work completed by the City of North Port
 - ii. Review of any historic resource survey work completed by another government agency
 - iii. Identified by a group or individual
 - b. Any reports or findings from historic resource survey work completed in North Port shall be provided to the Historic and Cultural Advisory Board
 - c. The City of North Port shall at least annually obtain the records of North Port listings in the Florida Master Site Files from the State of Florida for the Historic and Cultural Advisory Board
 - d. The board shall review said reports and records to identify any potential historic resources.
 - e. Groups or individuals that identify a potential resource must complete a resource evaluation form and submit it to the Historic and Cultural Advisory Board for approval
6. The City of North Port shall maintain a Board List of identified historic and cultural properties.

- a. Resources identified through Section 5 must be nominated and approved by the Historic and Cultural Advisory Board in order to be added to the Board List
 - b. The board may assign a member to research a resource and report their findings at a select future board meeting before the board adds a resource to the Board List
7. Criteria for Designating Historic and Cultural Resources
- a. In order to be designated a historically or culturally significant resource, a resource must meet one of the following criteria:
 - i. Is individually listed in the National Register of Historic Places
 - ii. Has been deemed eligible for placement in the National Register of Historic Places by the State of Florida
 - iii. Is a contributing structure to a National Historic District
 - iv. Is representative of a historic period in North Port with a high degree of integrity
 - v. Is the last remaining example of a historic period in North Port history
 - vi. Connected to a historic individual or event in North Port history
 - vii. Has the potential to yield significant information on the historic and ancient past of the region, state, or nation
8. Designating Resources
- a. Resources may only be designated with the consent of the property owner
 - b. Designations must be presented to the board at a properly noticed meeting on application forms provided by the City of North Port
 - c. Once an application is presented, the board may elect to assign a board member to vet the resource and report their findings at a future meeting
 - d. The board shall vote to recommend the resource to the city commission for inclusion in the city's historic and cultural resources inventory
 - i. The recommendation shall include the criteria for significance
 - ii. The recommendation shall include the findings for significance
 - e. Upon approval by the city commission, the resource shall be added to the Historic and Cultural Resources Inventory
9. Historic and Cultural Resources Inventory
- a. The City of North Port shall keep an inventory of those resources designated historically or culturally significant
 - b. Designated Historic and Cultural Resources may be identified with the placement of a marker, provided such identification does not jeopardize the resource or violate any laws
 - c. Any undertaking by the City of North Port that may affect a resource in the Historic and Cultural Resources Inventory shall be reviewed by the Historic and

Cultural Advisory Board. The board shall make recommendations to mitigate any adverse effect on resources in the inventory.

10. Education and Outreach

- a. The Historic and Cultural Advisory Board shall support the education and promotion of North Port history through the following means:
 - i. Publications
 - ii. Marker dedications
 - iii. Attendance at city-sponsored events
 - iv. Other projects or programs approved by the city commission
- b. The Historic and Cultural Advisory Board shall work with staff and other advisory boards to educate and enforce Article 2 of the Unified Development Land Code
- c. The city commission may assign other tasks to the Historic and Cultural Advisory Board to promote the history of North Port

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