



City of North Port

4970 CITY HALL BLVD
NORTH PORT, FL 34286

Meeting Minutes Historic and Cultural Advisory Board

Wednesday, July 10, 2024

5:30 PM

City Hall Room 244

1. Call to Order

Mr. Abreu called the meeting to order at 5:30 p.m.

2. Roll Call

Present 4 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns and Chair Sterner

Also Present:

Staff Liaison Abreu, Police Legal Advisor Coughlin, and City Clerk Faust

3. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Abreu.

4. Public Comment

There was no public comment.

5. Presentations

[24-0951](#)

Presentation of Sunshine Law Training (Office of the City Attorney)

Ms. Coughlin provided a presentation including public meetings and public records, public meetings definition, open meeting requirements, penalties for violations, penalty examples, public records definition, what is a public record, emails and text messages, public record requests, records retention, penalty examples, ethics, prohibited conduct, prohibited relationships, voting, conflicts of interest, relatives, penalties, meeting procedures including quorum and motions, discussion, alternate members, and requesting information that is not a public record.

[24-0949](#)

Presentation of Advisory Board Training (City Clerk)

Ms. Faust provided a presentation including agenda, board duties per City Code, fundamental principles, chair/vice chair roles and responsibilities, member responsibilities, do's and don'ts, and meeting procedure.

Board members introduced themselves and provided background.

6. New Business

[24-0947](#)

Discussion and Possible Direction Regarding the Election of Chair and

Vice Chair

Mr. Abreu announced the item.

A motion was made by Board Member Godin, seconded by Board Member Stearns, to appoint Board Member Sterner as Chair. The motion carried on the following vote:

Yes: 4 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns and Chair Sterner

A motion was made by Board Member Stearns, seconded by Board Member Sterner to appoint Board Member Klinkhamer as Vice Chair. The motion carried on the following vote:

Yes: 4 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns and Chair Sterner

[24-0950](#)

Discussion and Possible Action Regarding Approval of 2024 Annual Meeting Schedule

Mr. Abreu introduced the item.

Board discussion took place regarding days and times.

There was consensus to hold meetings on the 2nd Wednesday at 5:30 p.m.

7. Future Agenda Items

Board questions and discussion took place regarding interaction with other advisory boards, temporary suspension of board, prior agenda items, historical markers and identification of historical sites/items.

A motion was made by Board Member Stearns, seconded by Board Member Godin, to include on the next agenda the topic of identifying up to three locations within the city for exploration of installing historical markers. The motion carried on the following vote:

Yes: 4 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns and Chair Sterner

Board questions and discussion took place regarding art advisory board agenda items, and process and procedure for marker installation.

A motion was made by Vice Chair Klinkhamer, seconded by Board Member Stearns, to request the staff liaison to provide information regarding policy and procedure to accomplish historic preservation program. The motion carried on the following vote:

Yes: 4 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns and Chair Sterner

8. Public Comment

There was no public comment.

9. Adjournment

Chair Sterner adjourned the meeting at 6:26 p.m.

By: _____
Chris Sterner, Chair



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Meeting Minutes Historic and Cultural Advisory Board

Wednesday, August 14, 2024

5:30 PM

City Hall Room 244

1. Call to Order

Chair Sterner called the meeting to order at 5:30 p.m.

2. Roll Call

Present 3 - Board Member Godin, Vice Chair Klinkhamer and Chair Sterner

Absent 1 - Board Member Stearns

Also Present:

Staff Liaison Manuel Abreu, Assistant City Clerk Matthew Powell, and Board Specialist Melanie Price

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

[24-1168](#)

Approval of the July 10, 2024 Historic and Cultural Advisory Board Meeting Minutes

A motion was made by Board Member Godin, seconded by Vice Chair Klinkhamer, to approve the Minutes as presented. The motion carried unanimously by voice vote.

6. New Business

[24-1178](#)

Discussion and Possible Action Regarding Three Possible Locations within the City for the Installation of Historical Markers

Chair Sterner announced the item.

Discussion took place regarding marker history, archeological studies, next steps, City input, historical site list, Warm Mineral Springs, City history, and property owner input.

A motion was made by Board Member Godin, seconded by Vice Chair Klinkhamer, to proceed with the three proposed historical sites of Turpentine Dock, the railbed of Charlotte Harbor and Northern (CH&N) Railroad, and Biscayne Plaza and to

receive direction from the City regarding interest and next steps.

Discussion continued regarding funding and City Commission input.

The motion carried unanimously by voice vote.

Discussion and Possible Action Regarding Policy and Procedure to Accomplish Historic Preservation Program.

Chair Sterner announced the item.

Discussion took place regarding role, examples, tax benefits, site designation intent, historical renderings, and City input.

A motion was made by Board Member Godin, seconded by Vice Chair Klinkhamer, to inquire if the City is interested making certain homes as designated historical sites for preservation.

Discussion continued regarding Board roles, designation process, and County procedures.

Public comment:

Monica Becket: spoke to volunteer assistance and County historical preservation program.

The motion carried unanimously by voice vote.

7. Updates

[24-1179](#)

Update Regarding Holding a Joint Meeting with the Art Advisory Board

Chair Sterner announced the item.

Discussion took place regarding board role and art project maintenance responsibility.

8. Future Agenda Items

Future agenda items include County historic preservation program, list of City historical sites, and historical marker guidelines.

9. Public Comment

There was no public comment.

10. Adjournment

Chair Sterner adjourned the meeting at 6:17 p.m.

By: _____
Chris Sterner, Chair



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Wednesday, September 11, 2024

5:30 PM

City Hall Room 244

1. Call to Order

Chair Sterner called the meeting to order at 5:30 p.m.

2. Roll Call

Present 3 - Board Member Godin, Board Member Stearns and Chair Sterner

Absent 1 - Vice Chair Klinkhamer

Also Present

Staff Liaison Manuel Abreu, Assistant City Clerk Matthew Powell, and Board Specialist
Melanie Price

3. Pledge of Allegiance

The Pledge of Allegiance was led by the Board.

Chair Sterner requested a moment of silence in remembrance of September 11, 2001.

4. Public Comment

There was no public comment.

5. Approval of Minutes

- A. [24-1233](#) Approval of the August 14, 2024 Historic and Cultural Advisory Board Meeting Minutes

A motion was made by Board Member Godin, seconded by Board Member Stearns, to approve the Minutes as presented. The motion carried on the following vote:

Yes: 3 - Board Member Godin, Board Member Stearns and Chair Sterner

Absent: 1 - Vice Chair Klinkhamer

6. Unfinished Business

- A. [24-1178](#) Discussion and Possible Action Regarding Three Possible Locations within the City for the Installation of Historical Markers

Chair Sterner announced the item.

Discussion took place regarding Board role and City input.

Mr. Abreu spoke to City input and review process.

Discussion continued regarding costs, list of historical sites, Warm Mineral Springs buildings, determination of historical sites, and Myakkahatchee Creek.

B. Discussion and Possible Action Regarding Policy and Procedure to Accomplish Historic Preservation Program.

Chair Sterner announced the item.

Discussion took place regarding historical housing requirements, preservation program process, historical signage, City history, geographic information system (GIS) utilization, and next steps.

7. Public Comment

There was no public comment

8. Adjournment

Chair Sterner adjourned the meeting at 6:06 p.m.

By: _____
Chris Sterner, Chair



City of North Port

4970 CITY HALL BLVD
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Meeting Minutes Historic and Cultural Advisory Board

Wednesday, November 13, 2024

5:30 PM

City Hall Room 244

1. Call to Order

Chair Sterner called the meeting to order at 5:30 p.m.

2. Roll Call

Present 6 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns, Chair Sterner, Board Member Becket and Board Member Nowotny

Also Present:

Staff Liaison Abreu and Board Specialist Bodmer

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. [24-1468](#) Approval of the September 11, 2024 Historic and Cultural Advisory Board Meeting Minutes

A motion was made by Board Member Godin, seconded by Board Member Becket, to approve the Minutes as presented. The motion carried on the following vote:

Yes: 6 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns, Chair Sterner, Board Member Becket and Board Member Nowotny

6. New Business

- A. [24-1558](#) Discussion and Possible Action Regarding Approval of 2025 Annual Meeting Schedule

Chair Sterner announced the item.

Discussion took place regarding the schedule.

A motion was made by Board Member Godin, seconded by Board Member Klinkhamer, to approve the 2025 annual schedule. The motion carried on the following vote:

Yes: 6 - Board Member Godin, Vice Chair Klinkhamer, Board Member Stearns, Chair Sterner, Board Member Becket and Board Member Nowotny

7. Updates

A. [24-1586](#) Updates Regarding Historical and Cultural Advisory Board Objectives

Chair Sterner announced the item.

Discussion took place regarding Commission meeting decision and potential direction of the board.

8. Future Agenda Items

Future agenda items include Myakkahatchee Creek, Warm Mineral Springs, and North Port history powerpoint.

9. Public Comment

Ms. Zobuk: Spoke to Three Graces Fountain.

10. Adjournment

Chair Sterner adjourned the meeting at 5:55 p.m.

By: _____
Chris Sterner, Chair