

CHATHAM COUNTY HISTORIC PRESERVATION COMMISSION

**REGULAR MEETING
110 EAST STATE STREET**

ARTHUR A. MENDONSA HEARING ROOM

July 1, 2009

2:00 P.M.

MINUTES

CCHPC Members Present:

**George Cohen, Chairman
Vaughnette Goode-Walker, Vice-Chairman
Jane A. Feiler
William Haynes
Stephen T. Lindell
Lisa L. White**

CCHPC Members Not Present:

**Pamela G. Lossing
Daves Rossell**

CCHPC/MPC Staff Members Present:

**Ellen Harris, Historic Preservation Planner
Janine Person, Historic Preservation Admin. Asst.**

I. WELCOME

The meeting was called to order at 2:00 p.m.

II. INTRODUCTIONS

III. REVISIONS TO BYLAWS

Ms. Harris stated that Mr. Thomson gave an update at the last meeting regarding the impact of the County budget cuts. She said that several of the Boards were adjusting their schedules, that staff time was being moved around, and it was proposed that this Commission would meet quarterly as opposed to monthly. The revisions of the Bylaws reflect that change and addresses the Nominating Committee because it affects when the Nominating Committee will be making their recommendations. In October, the Nominating Committee will submit a report and there will be a vote for the new officers, and then the new officers will serve at the January meeting. The published meeting dates on the website and application form will retain the meeting day as the first Wednesday of each month at 2:00 so that if an application comes in, the room is reserved, and the noticing requirements will be met.

CCHPC ACTION: Mr. Lindell made a motion that the Chatham County Historic Preservation Commission approve the Revisions to the Bylaws as submitted. Ms. Goode-Walker seconded the motion and it passed unanimously.

IV. REVISIONS TO PROCEDURAL MANUAL

Ms. Harris stated that she corrected some language inconsistencies and that in the last revisions to the Historic Preservation Ordinance the concept of the Conservation District was eliminated. She said that the Procedural Manual has now been updated to reflect it.

She said that Chatham County applied to become a Certified Local Government as per the State and Federal Historic Preservation Acts. In order to become a Certified Local Government, there has to be a Historic Preservation Ordinance in compliance with the State Historic Preservation Act, which was why the ordinance was previously revised to incorporate all of the comments. There was one issue that the SHPO failed to notice when the ordinance was last revised. It states that if the CCHPC receives a completed application, the Commission has 45 days to act on it. If it is not acted on within 45 days, it is automatically considered approved. Instead of revising the ordinance again, the comment was added to the Procedural Manual.

Ms. Goode-Walker stated that she noticed that the word “will” became “shall”.

Ms. Harris stated that it was just a language consistency and that it was used interchangeably throughout the document. She said that the intent was not to change the meaning but to make the language consistent.

Ms. Feiler asked if there would be a follow-up with a notice of approval at the end of 45 days and if it is confirmed in writing that the petition is approved.

Ms. Harris stated that it is considered approved by this Commission and that no other entity would approve it. She said that this situation has never come up before. If the Commission could not come to a decision after 45 days, then a Certificate of Appropriateness would be issued approving the petition.

Mr. Cohen asked if it would apply to staff level or Commission approval.

Ms. Harris stated that it would apply to both, but in the Procedural Manual staff level has a shorter review time.

Mr. Cohen asked that if an application comes in between quarterly meetings, then would a special meeting be called to begin deliberation or if a vote would have to be made.

Ms. Harris stated that a vote would have to be made unless the petitioner consents to a continuance.

CCHPC ACTION: Mr. Lindell made a motion that the Chatham County Historic Preservation Commission approve the revisions to the Procedural Manual as presented. Mr. Haynes seconded the motion and it passed unanimously.

V. APPOINTMENT OF NOMINATING COMMITTEE

Mr. Cohen stated that the Commission needed to appoint a Nominating Committee to submit a recommendation report of new officers at the October meeting. He said that the officers will consist of the Chair and Vice-Chair and that three volunteers would serve on the committee.

Ms. Goode-Walker stated that she would volunteer to be on the Nominating Committee.

Mr. Cohen asked about the procedure.

Ms. Harris stated that the Bylaws say that the Chair and Vice-Chair cannot serve more than one term at a time. She gave the Commission a list of the current members and term expirations for the Nominating Committee. For the members whose terms expire in 2010, those members will have served two consecutive terms on the Board, the maximum consecutive term limit. The County Commission may not be reappointing those members in April 2010, and the two members whose terms expired in 2009, the County has not made reappointments.

Ms. White stated that there is a vacancy. She said that there was a question about whether an officer can serve on the Nominating Committee.

Ms. Harris stated that there is nothing in the Bylaws to prevent it.

Mr. Cohen stated that they need two or three more people on the Commission. He asked if they would have a hard time finding reappointments.

Ms. Harris stated that they have not and that people have been reappointed so it has not been an issue. She said that this is the first for the 2010 appointments that cannot be reappointed and they will find out in March.

Ms. Feiler asked if appointments were made only by the County and not the City.

Ms. Harris stated that is correct. She said it is an unincorporated Chatham County Board and only the County makes the appointments.

Ms. White and **Ms. Feiler** stated that they would be on the Nominating Committee.

Ms. Harris stated that she would touch base with the Nominating Committee and create a report once there is a decision.

Ms. Feiler asked if the Commission would meet in October on the regular date and time and not meet again until January.

Ms. Harris stated that is correct. She said that if something comes in she would let the Commission know, and that if there is a special meeting it will be on the first Wednesday at 2:00 p.m.

VI. COMMISSIONERS' ITEMS

Ms. Goode-Walker thanked Mr. Haynes for his work on the Montgomery Turner-Hodge-Young Community Center. She said that he was instrumental in contacting the County to have them provide a new playground for the center. It was rededicated last week by the County Commission Chairman, the District Commissioner, and people from the County.

VII. MEETING MINUTES: June 3, 2009

CCHPC ACTION: Mr. Lindell made a motion that the Chatham County Historic Preservation Commission approve the minutes as submitted. Ms. Goode-Walker seconded the motion and it passed unanimously.

VIII. ADJOURNMENT

There being no further business to come before the Chatham County Historic Preservation Commission, the meeting was adjourned at approximately 3:20 p.m.

Respectfully Submitted,

Ellen Harris,
Preservation Planner

EH/jnp