



Chatham County Historic Preservation Commission

Arthur A. Mendonsa Hearing Room, 112 East State Street
September 6, 2023
3:00 P.M.
MINUTES

September 6, 2023 Chatham County Historic Preservation Commission

MEMBERS PRESENT: Jane Coslick
Melissa Kendrick
Kurt Knoerl
John Larroude
MarRonde Lotson
Kenneth Odermatt, III
Daves Rossell

STAFF PRESENT: Pamela Everett, Assistant Director
Leah G. Michalak, Director of Historic Preservation
Caitlin Chamberlain, Senior Planner
Bri Morgan, Administrative Assistant
Hind Patel, IT Assistant

I. CALL TO ORDER AND WELCOME

[1. Staff and Commission Introductions](#)

Staff and the Commission introduced themselves by giving a brief personal and professional history.

II. SIGN POSTING

III. CONSENT AGENDA

IV. ADOPTION OF THE AGENDA

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

VI. ITEM(S) REQUESTED TO BE REMOVED FROM THE FINAL AGENDA

VII. CONTINUED AGENDA

VIII. REQUEST FOR EXTENSION

IX. REGULAR AGENDA

X. APPROVED STAFF REVIEWS

XI. NOTICES, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

XII. OTHER BUSINESS

NEW BUSINESS

[2. New Board Member Orientation](#)

- 🔗 [CCHPC Ordinance with Viewshed edit August 18 2023.pdf](#)
- 🔗 [County Preservation Bylaws - CLEAN 7-7-2022.pdf](#)
- 🔗 [CCHPC Procedural Manual - CLEAN 7-7-2022.pdf](#)
- 🔗 [Roberts Rules of Order- Overview.pdf](#)

Ms. Caitlin Chamberlain reviewed the New Board Member Orientation Manual, in part, with the Commissioner. She stated preparation the manual indicated changes/updates that will be provided at the next meeting. *Robert's Rules of Order* was highlighted by **Ms. Pamela Everett** regarding Commission process and decorum.

A nominating committee was made for the Chair and Vice Chair offices. The committee consists of: Mr. Daves Rossell, Ms. MarRonde Lotson, and Mr. John Larroude.

Ms. Ellen Harris, representative of the Isle of Hope Historical Association, highlighted the actions taken for approval as a local historic designation in July 2022. They provided comments for the viewshed definition and will also provide to County Commission, that Ms. Harris explained.

Mr. Gregori Anderson, Chatham County Zoning Administrator, expressed his appreciation for the Commission and notified how his department enforces Certificates of Appropriateness for the County.

[3. Chatham County Historic Resources Survey Grant](#)

Ms. Chamberlain stated the MPC has applied a grant to begin a historic resources survey for a portion of southwest Chatham County, and it is in progress. Ethos Preservation won the bid as the consultant to complete the survey work.

XV. ADJOURNMENT

[4. Next Regular Meeting: November 1, 2023 @ 3PM: 112 East State Street- Mendonsa Hearing Room](#)

[5. Adjourn](#)

There being no further business to present to the Commission, the September 6, 2023 Chatham County Historic Preservation Commission adjourned at 4:50 p.m.

Respectfully submitted,

Leah G. Michalak
Director of Historic Preservation

/bm

The Chatham County - Savannah Metropolitan Planning Commission provides meeting minutes which are adopted by the respective Board. Verbatim transcripts of minutes are the responsibility of the interested party.