

**PLANNING & ZONING MEETING
MINUTES
February 3, 2009**

Chairman Rogers Clements called the meeting to order with David Jarinko, Ursula Boudart, Christopher Capano and Steve Vandervort present.

Representatives from Rem Construction, Jay Remsburg and Maria Klapla, appeared to discuss building permit procedures for the Cool Springs development. They were interested in learning how they could help to expedite permits through Charlestown planning and zoning in order to quickly file them with County permitting which apparently has a six to eight week processing time. Rem has a prospective buyer who wants to move in by the end of July, so, based on permitting alone, the sale could be lost. It was noted by Steve Vandervort that the Town is not so much interested in construction details as it is in size, orientation, set-backs and foot prints. Rem Construction would be willing to deliver the paperwork to the individual board members to expedite review.

David Jarinko stated that if the Commission were to agree to expedite this permit, it is to be understood that this would be a one-time exception. Steve Vandervort commented that builders should be aware of where they locate a home within the building envelope with regards to future additions. Mr. Jarinko asked about the time frame for this particular permit and was told that if the sale developed, the application and site plans should be ready within ten days. It was noted that site plans would be enough for the Committee to examine for Town approval.

Steve Vandervort made the motion to accept a site plan from Rem Construction for approval with Chris Capano supplying the second. The motion passed unanimously.

Patricia Jolley, a new Town resident, appeared to discuss her home, wholesale fabrication of window treatments business which she runs from her home. She questioned if she needed a business permit for this endeavor. The Committee agreed that at this point, she did not, mainly because her business is not open to the public.

Hamilton property request to build second home on 1625 West Old Philadelphia Road was brought forward for discussion and a letter from MDE revealed that there is a stream on the lot which must be considered. This issue was not shown in the original request during the January meeting. Mr. Jarinko revealed that after the January meeting he explored the lot, found the stream and also a sizable drop-off to the stream bed. Meanwhile, concerned that there may be a problem with the lot, Stan Hearne had contacted MDE to ask that agency to check the topography of the lot. The answer revealed the stream.

It was suggested that a letter be written to the land owner advising of the potential problems involving topography, the stream, possible wetlands and reminding that these issues would impact the request for the additional dwelling on the lot.

The Town Administrator, Wib Pumpaly, spoke of a situation involving 48 Canvasback Lane. Maryland SHA came to Town Hall with a discrepancy concerning the length of Canvasback Lane. When they all (SHA and Wib) went out to view the lane, it was learned that a 24x30' pole shed on 48 Canvasback Lane was now being used to house an elderly, infirmed woman who required 24-hour care.

This curiosity caused investigation into utility billings, building permits and occupancy use permits. It was learned that the structure receives no utility bills and no permits have been received covering "change of use" or occupancy.

It was decided to seek guidance on this situation via the County Permits & Inspections office.

A discussion ensued concerning the accuracy of the State Highway Administration's records on Charlestown's streets and roads. These records will be researched for accuracy.

The minutes from the January 6, 2009 meeting were reviewed and discussed. David Jarinko made the motion to approve the minutes as written with Ursula Boudart providing the second. Chris Capano abstained from the vote and the minutes were approved 4-0.

The motion to adjourn was made seconded and approved by all.