

## CHARLESTOWN PLANNING AND ZONING COMMISSION

### Work Shop Meeting Minutes

July 28, 2016 6:00 PM – Town Hall

The work shop was called to order at 6:00 PM by Chairman, Rogers Clements. Present were Rogers Clements, Ken Confalone, Tom Durange, Ursula Boudart, Rebecca Mann and Wib Pumpaly. Andy Thompson was absent.

The first item of discussion was the checklist to be included with building permits to insure all needed information is included to be considered. Mr. Durange asked the meaning of closest point to closest point? Closest point of new work to the closest point property line. No HOA is active in Trinity Woods Preserve at this point. Ursula commented that when she went to the class in Kent County she was amazed at what their building permits required because of critical area and flood plain issues. A question was raised about the need to know what materials were being used. It was decided that it was needed.

Rebecca presented copies of the ordinance that would grant Wib and Rebecca permission to sign off on Minor permits. She had made a draft and Andy Thompson had also sent one in. Discussion was held. Rebecca asked that they take them home and bring back any comments and suggestions at the next meeting.

Mr. Pumpaly wants the commission to look at fees for a new home build. We are essentially losing money on engineering fees. The suggestion was made to pass on engineering fees on new home construction.

The ordinance book needs to be updated, please start looking at changes that need to be made. When the case is made to the Commissioners that a company is needed to update these ordinances, then we will have some suggestions. Ken suggested windmills. Rebecca suggested giving the Code Enforcement Officer permission to enter properties to do her job.

We have received a letter from the attorney regarding the “front” of the Wellwood. Once the letter is signed then from hereon the front of the building will be established. Mr. Metz has declared that Market Street will be the front of his property. Questions were raised about if anyone could do this? Yes, if they are on a corner. Some discussion was held on Mr. Durange’s property as he is also on a corner lot.

A motion was made to close the meeting.

Respectfully submitted,

Debbie Myers, Town Clerk.