

TOWN OF CHARLESTOWN
HISTORIC DISTRICT COMMISSION
October 3, 2023 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

The meeting was called to order by Chairwoman Mary Clark Confalone at 6:02pm.

In attendance - Board Members: Chairwoman Mary Clark Confalone, Linda Slicer, Pamela Mahan, Patsy Clements (Via Zoom), David Gordon (Via Zoom), and Suzanne Fockler (Arrived 6:06pm); Town Staff: Mary Culver; Public: Scott Atwater, Audrey Edwards.

The minutes of May 2, 2023 and August 2, 2023 were presented, but were unable to be approved due to the members of the meetings not being present.

The minutes of June 6, 2023 were presented. A motion was made by Ms. Confalone, and seconded by Ms. Slicer. Carried 5-0.

OLD BUSINESS

Permit 23-71, 234 Caroline Street

Still waiting for more information; tabled.

Permit 23-97, 342 Cather Avenue

Acknowledgment of discussion via email for fence. Ms. Slicer motioned to approve, seconded by Ms. Fockler. Carried 6-0.

Permit 23-110, 722 Calvert Street

The requested photo and description of shingle material was submitted and reviewed. Ms. Slicer motioned to approve, seconded by Ms. Clements. Carried 6-0.

Permit 23-111, 223 Conestoga Street

Acknowledgment of discussion via email for patio replacement. Mr. Gordon motioned to approve, seconded by Ms. Slicer. Carried 6-0.

Permit 23-114, 117 Caroline Street

Acknowledgment of discussion via email for shed. Ms. Fockler motioned to approve, seconded by Ms. Clements. Carried 6-0.

NEW BUSINESS

Permits:

Number	Name	Address	Description	Motion	Second	Decision
23-118	Audrey Edwards	328 Market St	Exterior Painting	Ms. Fockler	Ms. Slicer	Approved 5-0-1
23-122	Lauren Matta	127 Conestoga St	Deck Replacement /Painting	Ms. Fockler	Mr. Gordon	Conditional upon providing picture of railing & color; approved 6-0

This marks the end of New Business.

Ms. Clements left the meeting early.

GENERAL DISCUSSION

Maryland Association of Historic District Commissions Training Workshop

The Board briefly discussed training for the Historic District Commission and Town staff. Ms. Fockler motioned to approved the proposed training, specifically the fundamental classes: “Design Review,” “Law & Procedures”, and “Ethics and Defensive Decision Making for Historic Preservation Commissions.” Ms. Mahan seconded the motion. All were in favor 5-0. Ms. Culver will coordinate membership and scheduling of classes.

This marks the end of General Discussion.

There being no further business, **Ms. Mahan motioned to adjourn the meeting at 6:35pm, seconded by Ms. Slicer. Carried 5-0.**

Respectfully submitted,

Mary Culver, Office Manager