

CHARLESTOWN PLANNING & ZONING COMMISSION MEETING AGENDA

October 3, 2019 – 6:00 pm

The meeting was called to order by, Rogers Clements, Chairman at 6:00 PM. In attendance were Rogers Clements, Ken Confalone, Tom Durange and Commissioner representative, Joe Letts. Also in attendance was Wib Pumpaly, Town Administrator

Approval of the Minutes – September 5, 2019 Mr. Clements moved to approve, seconded by Mr. Durange. Approved 3-0

Old Business

- Nelson McCall, Request to Extend Charlestown Permit #17-56, County #201728046 There was much discussion on whether the structure needed a sprinkler system. **Mr. Confalone moved to approve, seconded by Mr. Clements. Approved 4-0.**
- Jack Kronner, Request to Revise Charlestown Permit #19-30 (Reposition tank location) **(H)** This has Historic District Approval. **Mr. Clements moved to approve, seconded by Mr. Letts. Approved 4-0.**
- Review & approval of Sect. 99, 150 & 175 of the Planning & Zoning Code Mr. Clements stated that this was a update of the code to bring it up to date and bring it into line with the state. Mr. Confalone stated that the first Section 99 had been in dribs and drabs in Chapter 175. If it is passed as a separate code (Code 99) then it can be adopted as the state changes the code. The book is a workbook with margin comments to make it easy to check the changes with the original. It really clears up and amplifies the language of those in the Critical Area on what they can and cannot do on their property. A very limited number of homes are affected by the buffer area. The Commissioners have the final approval. **Mr. Confalone moved to recommend to the Commissioners for review and approval Section 99, seconded by Mr. Clements. Approved 3-0-1 (Mr. Letts).** Changes to Section 150 are minimal. In new subdivisions changes were made to the minimum rights of way to the roads. This adheres to the Cecil County Road Standard and Specification Code. 50 Feet in the Historic District and 56 Feet outside of the Historic District. **Mr. Confalone moved to recommend to the Commissioners for review and approval Chapter 150, seconded by Mr. Clements. Approved 3-0-1 (Mr. Letts).** There were a number of formatting changes made in Chapter 175. Many of the changes were moved to Section 99 and they added language for accessory apartment. They added and expanded language for grandfathered lots. If they were not in this use before December 1, 1985 would no longer be grandfathered. This has been the Town's position since 1985. Language was cleaned up in intensely and limited development area. Lot coverage language was also made clearer. Major development was also more clearly delineated. Added to structure a list of those items that qualify as structures. Expanded on water dependent facilities. Mobile manufactured homes have to adhere to structure guidelines and would have to be in Mobile Home Parks. 17523 defines low density residential use. Private clubs can be in R-1 but cannot be formed to run a business. Golf courses and miniature golf courses were taken out of R-1. 17524 R-2 deletes all uses permitted in R-1 and limits it to one single family home. In R-3 low density R-1 is deleted and boarding houses and rooming houses with a maximum capacity of 10 persons. It does allow clubs, churches, temples, electric substations, schools and home occupations employing no more than 2 employees. 17526 adds language about duplexes and makes them different that multi family

houses. In the last page in the tables the changes are reinforced. With the new flood plain maps coming out, any home on the water will need to be raised. 17533 is a recognition that we do not currently have resource conservation area. 17534 also reflects that we do not have a resource conservation area. 17535 delineates how many parking places are necessary for boarding and rooming houses. This also widens parking places to 9 feet. In home occupation parking requirements are those required for the home and one for each employee. 17542 is having to do with fence height. The fence requirements are now by front, side and rear of the house; three feet in the front and to the side and six feet to the back. This prevents the blocking of views by tall fencing. 17546, 17547 and first paragraph of 17548 is being deleted because it is being included in Section 99. **Mr. Confalone moved to recommend to the Commissioners for review and approval Chapter 175, seconded by Mr. Clements. Approved 3-0-1 (Mr. Letts).** A color coded copy will be available to the Commissioners.

- **New Business**

- #19-89 Charlestown Methodist Church, 240 Market St., Install 10 ft. Lighted Cross (H) This has Historic District Approval with a note that they would suggest lighting the spotlight instead of the backlighted as it would be more appropriate for the Historic District. **Mr. Confalone moved to approve, seconded by Mr. Letts. Approved 4-0.**
- #19-91 Dominic Tammaro, 124 Conestoga St., Replace Windows/Doors In-Kind (H) This has Historic District Approval. **Mr. Confalone moved to approve, seconded by Mr. Clements. Approved 4-0.**
- #19-92 Dominic Tammaro, 124 Conestoga St., Install Furnace/HVAC (H) This has Historic District Approval. All air handlers will be on the back of the house and not visible from the street. **Mr. Confalone moved to approve, seconded by Mr. Letts. Approved 4-0.**
- #19-93 Rogers Clements, 7 Louisa Lane, Shadow Box Fence (H) This has Historic District Approval. **Mr. Letts moved to approve, seconded by Mr. Confalone Approved 3-0-1 (Mr. Clements)**
- #19-96 N. Metcalf, 335 Frederick St., Deck, Walkway, Door, Railing (H) This has Historic District Approval. **Mr. Confalone moved to approve, seconded by Mr. Letts. Approved 4-0.**
- #19-97 S. Fortune, 115 Revelation Rd., Garage **Mr. Clements moved to approve, seconded by Mr. Letts. Approved 4-0.**
- #19-98 A. Ward, 170 Steamboat Ct., Metal Fence We are awaiting approval from the neighbors so that it can be placed on the property line, we have HOA approval. **Mr. Confalone moved to approve, pending neighbor approval, seconded by Mr. Durange. Approved 4-0.**
- #19-100 C. Jordan, 313 Manor Ave, remove trees, pave driveway section, add fence -Work begun before permit obtained. \$100.00 fee req. The resident is working with Bryan Lightner to mitigate the removed trees as the property is in the Critical Area. **Mr. Confalone moved to approve, seconded by Mr. Clements Approved 4-0**
- #19-102 T. Gatch, 422 Calvert St., Privacy Fence (6") off Property Line (H) This has Historic District Approval. **Mr. Confalone moved to approve, seconded by Mr. Clements. Approved 4-0.**
- #19-103 K. Armstrong (D. Banks), 141 Saratoga Ct., Deck 10 x 15 This is awaiting HOA approval. **Mr. Clements moved to approve pending HOA approval and signature, seconded by Mr. Confalone. Approved 4-0.**
- #19-105 J. Carey, 344 Market St., Hand-laid Stone Wall (H) This has Historic District Approval. **Mr. Clements moved to approve, seconded by Mr. Confalone Approved 4-0.**
- #19-106 Keystone Homes, 123 Steamboat Ct., Lot #152, New House/Garage **Mr. Clements moved to approve, seconded by Mr. Durange. Approved 4-0.**
- #19-107 Keystone Homes, 150 Saratoga Ct., Lot #43, New House/Garage **Mr. Confalone moved to approve, seconded by Mr. Clements. Approved 4-0.**
- #19-108 Keystone Homes, 143 Saratoga Ct., Lot #47, New House/Garage The distances seem off in the drawing and we should bring it to their attention. **Mr. Clements moved to approve, seconded by Mr. Letts. Approved 4-0.**

- #19-109 Keystone Homes, 119 Steamboat Ct., Lot #154, New House/Garage **Mr. Confalone moved to approve, seconded by Mr. Letts Approved 4-0.**

The Following Building Permits have been approved by the Administrator per prior authority

- #19-90 Dominic Tammaro, 124 Conestoga St., Remove Trees (2) and Shrubs **(H)** This has Historic District Approval.
- #19-94 Ruth Noel, 614 Bladen Street, Replace Interior Family Rm. Floor **(H)** This has Historic District Approval.
- #19-95 S. Fortune, 115 Revelation, Remove (4) four trees
- #19-99 L. Slicer, 215 S. Ogle St., Remove (2) two trees
- #19-101 A. Holmes, 608 Louisa Lane, Install Solar Panels
- 19-104 A. Holloway, 605 Bladen St., Remove (1) one tree

Period of Public Comment

There being no further business Mr. Clements moved to close the meeting, seconded by Mr. Letts. Approved 4-0.

Respectfully submitted,

Debbie Myers, Town Clerk