

**CHARLESTOWN PLANNING & ZONING COMMISSION**  
**November 4, 2021 – 6:00 pm Minutes**

Those in attendance were board members: Dennis Taylor, David Jarinko, and Tom Durange. Also in attendance was Town Administrator, Bryan Lightner, and Office Manager, Mary Culver. The meeting was held at Town Hall and called to order by Mr. Jarinko at 6:04pm.

The minutes of September 9, 2021 were presented and a motion to approve was initiated by Mr. Taylor and seconded by Mr. Durange. All were in favor; approved 3 - 0.

**Old Business**

Number	Name	Address	Description	Motion	Second	Decision
21-86	Dominic Tamaro	124 Conestoga St	Lighthouse/Street Light			No action, advise applicant needs to be set back 5 feet from front property line.
21-114	Valerie McHenry	235 Frederick St	Porch	Mr. Jarinko	Mr. Taylor	Approved 3-0
21-125	Charlestown Holding LLC	211 Market St	Remove porch walls, 2 <sup>nd</sup> floor deck, driveway stub	Mr. Durange	Mr. Jarinko	Approved 3-0, advise applicant not to exceed current building footprint.

**New Business**

Number	Name	Address	Description	Motion	Second	Decision
21-130	Nellie Banks	383 Chesapeake Rd	privacy fence around property	Mr. Jarinko	Mr. Taylor	Approved 3-0, with condition not to exceed 6ft maximum
21-131	Audrey Edwards	328 Market St	Remove diseased tree	Mr. Taylor	Mr. Jarinko	Approved 3-0
21-132	Jennifer Ganter	117 Saratoga Ct	Fence around property	Mr. Jarinko	Mr. Taylor	Approved 3-0
21-133	Jennifer Ganter	117 Saratoga Ct	Deck	Mr. Jarinko	Mr. Taylor	Approved 3-0
21-134	Keystone Homes	189 Cool Springs Rd	new dwelling	Mr. Jarinko	Mr. Taylor	Approved 3-0
21-135	Keystone Homes	109 Saratoga Ct	new dwelling	Mr. Jarinko	Mr. Taylor	Approved 3-0
21-136	Keystone Homes	137 Saratoga Ct	new dwelling	Mr. Jarinko	Mr. Taylor	Approved 3-0
21-137	Nellie Banks	381 & 383 Chesapeake Rd	tree removal	Mr. Taylor	Mr. Jarinko	Approved 3-0
21-138	Karl Milkowski	391 Chesapeake Rd	demolition	Mr. Taylor	Mr. Durange	Approved 3-0
21-139	Karl Milkowski	391 Chesapeake Rd	replacement dwelling	Mr. Taylor	Mr. Durange	Approved 3-0
21-140	Michael Hartsfield	477 Frederick St	tree removal	Mr. Taylor	Mr. Jarinko	Approved 3-0

There was a general discussion: The planning and zoning members discussed 523 Water Street. It was decided that the Town Administrator would write violation notices for the unpermitted replacement walls on the tents and a shed that was added, as well as the lot coverage exceeding 80% of the commercially-zoned portion of the property.

**Period of Public Comment: None**

There being no further business **Mr. Taylor motioned to adjourn the meeting at 6:51pm, seconded by Mr. Jarinko. All were in favor. 3 – 0.**

Respectfully submitted,  
Mary Culver, Office Manager