

TOWN OF CHARLESTOWN
PLANNING & ZONING COMMISSION
August 4, 2022 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

The meeting was called to order by Chairman Ken Confalone at 6:02pm.

In attendance: Chairman Ken Confalone, Dennis Taylor, Tom Durange, Commissioner Renee Capano, Mary Culver, Dana Uhler, Joseph Uhler. Via Zoom: Robyn Rowe, Ryan Caudill.

The minutes of July 7, 2022 were presented and approved 3-0-2. Commissioner Capano and Mr. Taylor sustained due to not being present for the meeting. Motion was made by Mr. Durange, seconded by Ms. Rowe.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Permits:

| Number | Address | Description | Motion | Second | Decision |
|---------------|---------------------|--------------------|---------------|---------------|--|
| 22-118 | 328 Market St | Tree Removal | N/A | N/A | Mr. Lightner's approval was recognized. |
| 22-119 | 410 Charlestown Pl | Tree Removal | N/A | N/A | Mr. Lightner's approval was recognized. |
| 22-120 | 185 Cool Springs Rd | Rooftop Solar | Ms. Capano | Mr. Durange | Conditional with HOA approval; Approved 5-0. |
| 22-121 | 120 Caroline St | Tree Removal | N/A | N/A | Mr. Lightner's approval was recognized. |
| 22-122 | 408 Calvert St | Fence Replacement | Ms. Capano | Ms. Rowe | Approved 5-0. |
| 22-123 | 627 Water St | Tree Removal | N/A | N/A | Mr. Lightner's approval was recognized. |
| 22-124 | Avalon Park | Tree Removal | N/A | N/A | Mr. Lightner's approval was recognized. |
| 22-125 | 109 Cecil St | New Dwelling | Mr. Taylor | Mr. Durange | Approved 5-0. |

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| 22-126 | 308 Cather Ave | Fence | Mr. Taylor | Mr. Confalone | Approved 4-0-1. |
| 22-127 | 210 Louisa Ln | Tree Removal | N/A | N/A | Mr. Lightner's approval was recognized. |
| 22-128 | 406 Frederick St | Siding/Post Replacement | Ms. Capano | Ms. Rowe | Approved 5-0. |
| 22-129 | 640 Baltimore St | Detached 3-Car Garage | Mr. Confalone | Mr. Taylor | Approved as 2-car garage w/office & bathroom; Approved 5-0. |
| 22-130 | 162 Saratoga Ct | Deck | Mr. Taylor | Mr. Durange | Conditional with HOA approval; Approved 5-0. |
| 22-131 | 18 Charity Ct | Tree Removal | N/A | N/A | Mr. Lightner's approval was recognized. |
| 22-132 | 18 Charity Ct | Covered Structure | Mr. Durange | Mr. Taylor | Approved 4-0-1. |
| 22-133 | 337 Frederick St | New Dwelling /Stormwater Management | Mr. Confalone | Mr. Taylor | Conditional upon final lot grading plan & stormwater management plan; Approved 5-0. |

This marks the end of New Business.

GENERAL DISCUSSION

Louisa Ln – Ms. Capano received an email complaint about a property on Louisa Ln that the owner has started cleanup on. Ms. Capano stated she took a look at the property and it appears that just some old siding was removed but nothing major, and said they are not out of compliance, unless they start disturbing asbestos shingles.

Chapter 175 – Mr. Confalone stated that the ordinance doesn't currently have a definition for a Bed and Breakfast, and one is needed. We should also consider if there should be a definition for an air B & B. Ms. Capano said that Bryan Lightner, Town Administrator, is in talks with the County to ensure we are in line with their hotel /b&b requirements, and that they want to meet with us to discuss, but a meeting has not yet been scheduled.

The Board also discussed that other regulations should be updated in the near future, including stormwater management, driveway permits, and building condemnation.

This marks the end of General Discussion.

PERIOD OF PUBLIC COMMENT

No public comment.

There being no further business, **Ms. Rowe motioned to adjourn the meeting at 7:09pm, seconded by Mr. Confalone. Carried 4-0.**

Respectfully submitted,

Mary Culver, Office Manager