

**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:

<b>Number</b>	<b>Address</b>	<b>Description</b>	<b>Motion</b>	<b>Second</b>	<b>Decision</b>
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.

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