

TOWN OF CHARLESTOWN
PLANNING & ZONING COMMISSION
December 6, 2023 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

The meeting was called to order by Chairman Ken Confalone at 5:58pm.

In attendance – Board Members: Chairman Ken Confalone, Robyn Rowe, Tom Durange; Town Staff: Bryan Lightner, Mary Culver, Applicant: Valerie Hahn. Commissioner Liaison Renee Capano and Ursula Boudart were unable to attend.

The minutes of November 9, 2023 were presented. A motion was made by Ms. Rowe, seconded by Mr. Durange. Carried 3-0.

OLD BUSINESS

None

NEW BUSINESS

Permits:

Number	Address	Description	Motion	Second	Decision
23-135	115 Saratoga Ct	Deck	Ms. Rowe	Mr. Durange	Approved 3-0
23-136	240 Market St	Tree Removal	N/A	N/A	Approval Recognized
23-137	147 Delaware Ave	Tree Removal	N/A	N/A	Approval Recognized
23-138	249 Conestoga St	Platform Repair	Mr. Confalone	Mr. Durange	Approved 3-0
23-139	424 Calvert St	Garage, Porch, Driveway	Mr. Confalone	Ms. Rowe	Tabled until legal advice received

This marks the end of New Business.

GENERAL DISCUSSION

Annexation Possibilities

Mr. Lightner advised the Board that the property at 873 Bladen Street, which is not within Town limits, has recently been foreclosed upon. He feels that it would be favorable to annex the property before it is sold. Mr. Confalone said we shouldn't make a recommendation to annex unless it's already within the comprehensive plan. Mr. Lightner will confirm that, as well as, consistency with the Cecil County Master Water and Sewer Plan.

Also, the owners of Charlestown Manor Beach Campground would like to be annexed into Town.

Comprehensive Plan Update

Mr. Lightner stated the RFP will go out next year and will look to incorporate a public engagement model, following the framework of the Community Heart and Soul program.

This marks the end of General Discussion.

PERIOD OF PUBLIC COMMENT

No public comment.

There being no further business, **Mr. Durange motioned to adjourn the meeting at 6:41pm, seconded by Ms. Rowe. Carried 3-0.**

Respectfully submitted,

Mary Culver, Office Manager