

TOWN OF CHARLESTOWN
PLANNING & ZONING COMMISSION
January 4, 2024 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

The meeting was called to order by Chairman Ken Confalone at 6:00 pm.

In attendance – Board Members: Chairman Ken Confalone, Tom Durange, Ursula Boudart, Commissioner Liaison Renee Capano; Town Staff: Mary Culver. Robyn Rowe joined via Zoom at 6:12 pm.

The minutes of December 6, 2023, were presented. A motion was made by Ms. Rowe, seconded by Mr. Durange. Carried 4-0-1, abstention by Comm. Capano, as she was not at the meeting.

OLD BUSINESS

Update on Permit 23-139, 424 Calvert St, Garage, Porch & Driveway – This permit was tabled at the last meeting to get legal counsel and Historic District approval in regards to the proposed roof over the existing deck. In order for the resident to construct the roof, they would need a variance, but the resident has asked if a retractable awning could be installed, instead of the roof, to alleviate the need for a variance. The Board briefly discussed this request, and agreed that seeking legal counsel would be best.

NEW BUSINESS

Permits:

Number	Address	Description	Motion	Second	Decision
23-141	424 Water St	Tree Removal	N/A	N/A	Approval Recognized
23-142	516 Charlestown Pl	Tree Removal	N/A	N/A	Approval Recognized
23-143	117 Edgewater Ave	Tree Removal	N/A	N/A	Approval Recognized
23-144	186 Colorado Ct	Deck	Ms. Boudart	Mr. Durange	Approved 4-0
23-145	104 Pagosa St	Screen Room	Mr. Confalone	Mr. Durange	Conditional upon HOA approval; Approved 4-0

Ms. Rowe joined via Zoom.

23-146	307 Market St	Rooftop Solar	N/A	N/A	Approval Recognized
23-147	415 Bayview Ave	Rooftop Solar	N/A	N/A	Approval Recognized
24-1	112 Steamboat Ct	Interior Renovations	Mr. Durange	Ms. Boudart	Approved 5-0

This marks the end of New Business.

GENERAL DISCUSSION

Comprehensive Plan RFP with Community Heart & Soul

The Board briefly discussed the purpose of forming a relationship with Community Heart & Soul, a non-profit organization geared towards helping towns gain more community involvement. Comm. Capano explained that they also assist with the development of Comprehensive Plans.

This marks the end of General Discussion.

PERIOD OF PUBLIC COMMENT

No public comment.

There being no further business, **Mr. Confalone motioned to adjourn the meeting at 6:55 pm, seconded by Ms. Rowe. Carried 5-0.**

Respectfully submitted,

Mary Culver, Office Manager