

TOWN OF CHARLESTOWN
PLANNING & ZONING COMMISSION
July 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 6:07pm.

In attendance – Board Members: Chairman Ken Confalone, Robyn Rowe (via Zoom), Tom Durange, Ursula Boudart; Town Staff: Bryan Lightner, Mary Culver. Commissioner Capano was unable to attend.

The minutes of June 8, 2023 were presented. A motion was made by Mr. Durange, and seconded by Ms. Boudart. Carried 4-0.

OLD BUSINESS

Permit #22-134, 6 Salvation Circle – Temporary container revision needed.

The board discussed the timeframe in which construction needs to be completed on the shed. The applicant's permit was submitted on September 13, 2022, which provides them one year for completion. Mr. Lightner stated that the applicant asked for 6 more months, which would be in November 2023.

The applicant will need to submit building plans and prepare the building site by September 1st. The board will discuss at the September meeting whether a 6-month extension can be granted.

NEW BUSINESS

Permits:

Number	Address	Description	Motion	Second	Decision
23-84	426 Chesapeake Rd	Replacement Dwelling	Mr. Confalone	Ms. Boudart	Approved 4-0
23-85	547 Baltimore St	Rooftop Solar	N/A	N/A	Approval recognized
23-86	153 Steamboat Ct	Tree Removal	N/A	N/A	Approval recognized
23-87	102 Saratoga Ct	Shed	Ms. Boudart	Ms. Rowe	Approved 4-0
23-88	206 Cool Springs Rd	Pool/Patio	Mr. Confalone	Mr. Durange	Conditional approval upon showing exact location of fence; 4-0
23-89	316 Cecil St	Replacement Windows	Mr. Confalone	Ms. Rowe	Approved 4-0
23-90	333 Frederick St	Replacement Fence	Ms. Boudart	Mr. Durange	Approved 4-0
23-91	523 Baltimore St	Fence	Ms. Boudart	Mr. Durange	Approved 4-0
23-92	91 Revelation Rd	Fence	Ms. Boudart	Ms. Rowe	Approved 4-0
23-93	95 Revelation Rd	Fence	Mr. Durange	Ms. Boudart	Approved 4-0

23-94	102 Steamboat Ct	Deck/Screen Porch	Mr. Confalone	Mr. Rowe	Conditional approved upon HOA letter
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This marks the end of New Business.

GENERAL DISCUSSION

Annual Report 2022

The board discussed the report that will be submitted to the Maryland Department of Planning.

Mr. Confalone made a motion to approve the report, and was seconded by Ms. Boudart.

Carried 4-0.

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 7:07pm, seconded by Mr. Confalone. Carried 4-0.**

Respectfully submitted,

Mary Culver, Office Manager