

TOWN OF CHARLESTOWN
PLANNING & ZONING COMMISSION
March 9, 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 5:59pm.

In attendance – Board Members: Chairman Ken Confalone, Commissioner Renee Capano, Robyn Rowe, Tom Durange, Ursula Boudart; Town Staff: Bryan Lightner, Mary Culver; Public: Paul James, Dan Rubert.

The minutes of February 9, 2023 were presented and approved 5-0. Motion was made by Ms. Boudart, seconded by Mr. Durange.

OLD BUSINESS

Motion by Mr. Confalone that 23-7 be rejected and sent to Boards of Appeals, seconded by Ms. Boudart; approval 5-0. Mr. Lightner will provide application materials to Paul James regarding the public hearing with the Board of Appeals.

NEW BUSINESS

Permits:

Number	Address	Description	Motion	Second	Decision
22-70	Foot Log Park	Driveway Revision	Mr. Durange	Ms. Rowe	Approved 4-0-1; Ms. Capano abstained.
23-13	202 Cool Springs Rd	Shed/Patio Revision	Ms. Boudart	Mr. Durange	Approved 5-0
23-19	113 Cool Springs Rd	Porch Roof	Ms. Rowe	Mr. Durange	Approved 5-0
23-20	206 Cool Springs Rd	Fence	Mr. Confalone	Mr. Durange	Conditional upon construction on land not in conservation area, unless otherwise approved by County; Approved 5-0
23-21	184 Colorado Ct	Exterior Renovation	Mr. Durange	Ms. Boudart	Approved 5-0
23-22	523 Water St	Turf Installation	Mr. Confalone	Mr. Durange	Conditional upon receiving Historic approval; Approved 5-0

23-23	105 Saratoga Ct	New Dwelling	Ms. Boudart	Mr. Confalone	Approved 5-0
23-24	323 Cecil St	Asphalt Driveway	Mr. Confalone	Mr. Durange	Approved 5-0
23-25	315 Cecil St	Asphalt Driveway	Ms. Rowe	Ms. Boudart	Conditional upon grading revision; Approved 5-0
23-26	140 Salvation Cir	Fence Replacement	Ms. Boudart	Mr. Durange	Approved 5-0
23-27	108 Saratoga Ct	Fence	Mr. Confalone	Ms. Rowe	Conditional upon construction on land not in conservation area, unless otherwise approved by County; Approved 5-0

This marks the end of New Business.

GENERAL DISCUSSION

Façade Improvement Grant Guideline Review

Mr. Lightner provided a brief overview and explained how the scoring and selection was completed in 2020, the last time the Town received these grant funds. He said that once the Town scores the applications, they are sent to Rising Sun, Port Deposit & Perryville for final selection.

The board would like to remove the criteria regarding the target area and change the max grant amount to \$5,000. The board also recommended minor changes to the points system. It was suggested that extra points not be rewarded for certain streets, and suggested an increase for demonstration of need of the improvement.

Comprehensive Plan Review – Chapter 1

This topic was tabled.

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 7:54pm, seconded by Ms. Boudart. Carried 5-0.**

Respectfully submitted,

Mary Culver, Office Manager