

TOWN OF CHARLESTOWN
HISTORIC DISTRICT COMMISSION
May 7, 2024 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

The meeting was called to order by Suzanne Fockler at 6:04pm.

In attendance - Board Members: Suzanne Fockler, Dave Gordon, Stephen Petaia (Via Zoom), Heather Hoge (Via Zoom), Commissioner Liaison Jackie Akers; Town Staff: Mary Culver; Linda Slicer and Tom Kenny were not in attendance.

The minutes of January 2, 2024, were presented but were tabled until the next meeting.

The Board welcomed new member, Stephen Petaia, and Commissioner Liaison, Jackie Akers.

Appointment of New Chairperson – Heather Hoge nominated Suzanne Fockler as the new chairperson, which was seconded by Stephen Petaia. Carried 4-0.

OLD BUSINESS

Permit 23-139, 424 Calvert St, Garage, Porch & Driveway

Needed clarification of design & colors. A motion to approve was made by Suzanne Fockler, seconded by Heather Hoge. Approved 4-0.

Permit 24-9, 224 S Ogle St, Garage

Acknowledgement of approval via email.

Permit 24-34, 210 Conestoga St, Driveway Extension

Acknowledgment of approval via email.

NEW BUSINESS

Permits:

Number	Name	Address	Description	Motion	Second	Decision
24-37	Tom Martin	200 Market St	Landscaping	Ms. Fockler	Mr. Gordon	Conditional upon color of pavers; Approved 4-0
24-38	Ron Daniels	726 Water St	Boat Garage	N/A	N/A	Tabled, need picture of proposed structure and location
24-39	Ken Confalone	343 Market St	Sidewalk Replacement	Ms. Fockler	Mr. Gordon	Approved 4-0
24-46	Tim Munson	338 Cather Ave	Second Story Addition	Ms. Fockler	Mr. Gordon	Approved 4-0

This marks the end of New Business.

GENERAL DISCUSSION

Design Standards for Development – Cooperson Associates

Mike Lukshides and Diana Mann of Cooperson Associates discussed design standards for Historic Districts with the Board. They offered their assistance in creating a set of guidelines for home renovations and the permitting process. They suggested that the Board appoint a delegate to serve as the main point of contact, and Ms. Fockler volunteered for the position. Additionally, they proposed the implementation of a separate permit application specifically tailored for the Historic District, outlining the information needed for approval by the Historic District Commission. Ms. Culver will be emailing a previously used checklist to the Board and Cooperson Associates to serve as a foundation for the future requirements.

This marks the end of General Discussion.

PUBLIC COMMENT

None.

There being no further business, **Mr. Gordon motioned to adjourn the meeting at 6:54pm, seconded by Ms. Hoge. Carried 4-0.**

Respectfully submitted,

Mary Culver, Assistant Town Administrator