

**TOWN OF CHARLESTOWN**  
**PLANNING & ZONING COMMISSION**  
**June 6, 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, Robyn Rowe, Ursula Boudart, Tom Durange, Commissioner Liaison Renee Capano; Town Staff: Bryan Lightner, Ken Hamilton.

The minutes of April 4, 2024 were presented. A motion to approve was made by Ms. Rowe, seconded by Mr. Confalone. Carried 5-0. The minutes of May 9, 2024 were presented. A motion to approve was made by Commissioner Capano, seconded by Ms. Rowe.

**OLD BUSINESS**

None

**NEW BUSINESS**

Permits:

<b>Number</b>	<b>Address</b>	<b>Description</b>	<b>Motion</b>	<b>Second</b>	<b>Decision</b>
24-48	199 Cool Springs Rd	Fence	Mr. Durange	Comm. Capano	Approved 5-0
24-49	608 Cecil St	Asphalt Driveway	Ms. Rowe	Mr. Durange	Approved 5-0, with condition of Historic District approval
24-50	701 N Ogle St	Tree Removal	N/A	N/A	Approval Recognized
24-51	619 N Ogle St	Deck	Ms. Boudart	Mr. Confalone	Approved 5-0, with condition of Historic District approval
24-52	144 Cool Springs Rd	Deck	Ms. Boudart	Mr. Durange	Approved 5-0
24-53	119 Steamboat Ct	Concrete Pad	Ms. Rowe	Ms. Boudart	Approved 5-0
24-54	234 Caroline St	Pergola	Mr. Durange	Ms. Rowe	Approved 5-0
24-55	172 Steamboat Ct	In-ground Pool	Ms. Boudart	Mr. Confalone	Approved 5-0
24-56	84 Revelation Rd	Tree Removal	N/A	N/A	Approval Recognized
24-57	208 Cool Springs Rd	In-Ground Pool	Mr. Confalone	Ms. Rowe	Approved 5-0, with condition, a barrier is installed
24-58	189 Colorado Ct	Enclosed Porch	Ms. Rowe	Ms. Boudart	Approved 5-0

**This marks the end of New Business.**

### **GENERAL DISCUSSION**

- Annual Report 2023

The Annual Report of 2023 was presented. A motion to approve was made by Commissioner Capano, seconded by Mr. Durange. Carried 5-0.

- Fire Sprinkler Ordinance Amendment

A note will be added regarding the International Residential Building Code, “as amended”.

- Resolution 2024-05

This Resolution was presented, which restores the authority of approving permits to the Zoning Administrator and Code Enforcement Officer, with exceptions for certain provisions. A motion to approve was made by Mr. Confalone, seconded by Ms. Rowe. Carried 4-0-1, with Commissioner Capano abstaining, who will vote later with the Town Commissioners.

- Permit Flowchart

Mr. Hamilton presented the draft, which was based on a permit checklist from 2020. Some categories were streamlined, while a few others were added.

- Discuss New Permit Fee structure

Mr. Hamilton presented the proposed fees. There was some discussion regarding the engineer’s fee, and whether it should be a flat rate or custom fee, based on the project.

### **PERIOD OF PUBLIC COMMENT**

No public comment.

There being no further business, **Ms. Boudart motioned to adjourn the meeting at 7:32 pm, seconded by Commissioner Capano. Carried 5-0.**

Respectfully submitted,

Bryan Lightner, Town Administrator