

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
December 5, 2013  
\*UNAPPROVED\***

**Call to Order:** Don Dubrule called the meeting to order at 5:35 pm.

**Roll Call:** Don Dubrule (Chairman), Chris Demers (ex-officio), Dan Brady and Jessica Brusseau

**Visitor:** Mike Williams

**Approval of Minutes:**

- **November 7 Meeting:** Jessica Brusseau made a motion to approve the minutes, Chris Demers seconded. Motion passed.
- **November 18 Special Meeting:** Chris Demers made a motion to approve the minutes, Jessica Brusseau seconded. Motion passed.

**Public Appearances (Previously Scheduled):** None

**Zoning Permit Application:** Mike Williams brought in an amended zoning permit application in response to a letter from the Board. The amended application noted changes from the original, particularly the addition of a sunroom, storage area, and larger deck. After discussion, the Board asked Mike Williams for interior and exterior photos of the project, and dimensioned drawings with elevations for the District's records. The Board tabled the approval of the amended permit application pending receipt of the documentation.

**Review of Zoning Permits Report:**

- **Williams – Wildcat drive – garage addition** – The report from zoning officer Stan Borkowski noted some exterior items still need to be completed.
- **Lettieri – Swiftwater Circle – new home** – The December report from Stan Borkowski stated the building is now 80% framed out, but November's report stated the framing was 90% complete. *The Board asked Kristi Garofalo to clarify the report with Stan Borkowski.* Jessica Brusseau noted the permit expired in November. Chris Demers said the permit was issued in May and expires six months from the "start of construction", but the definition of what constitutes the "start" is unclear. After discussion, the Board agreed *Kristi Garofalo will send a letter to the builder, Bruce Elliott, informing him of the need to request an extension and asking for a projected completion date.* The Board also agreed to discuss a definition of "construction start" after further research.
- **Forge – Deerfield Drive – new home** – Don Dubrule reported a question was raised regarding whether the property was located in a named section or a numbered section after the zoning permit was approved at the November 18 special meeting. He said the main differences were the minimum ground floor square footage and the front setbacks. The Forge application complied with the requirements for the numbered sections, but narrowly missed the named section requirements. Don Dubrule also noted the Zoning Ordinance does not list Montview as a named section, but does list a Section 5 which does not appear on some of the District maps. Chris Demers, Kristi Garofalo and Jessica Brusseau looked at the computerized records from the Grafton County Registry of Deeds for the property and found

the deed shows the section as Montview, but refers to the recorded covenants and easements of numbered sections. After discussion, the Board agreed to uphold the approval of the Forge zoning permit as voted in the special meeting. The Board also agreed to research other properties in the Montview area to see which set of covenants and easements they reference; and to consider changes to the District maps and/or covenants and easements to avoid this kind of discrepancy in the future.

**Review of Incident Reports:**

- **Horne (old owner Fitzpatrick) – White Mountain Drive Ext** – letter was mailed to owner of the lot on 11/27/13. The Board agreed to table discussion of this incident to give the owner a chance to respond.
- **Fournier – King Drive – pool** – Stan Borkowski sent a packet of building and electrical code information regarding swimming pools. Packets were provided to each Board member and they agreed to review the information for discussion at next month’s meeting.
- **Cristello – Valley Road – broken windows, etc.** – Stan Borkowski’s report stated the owner has been contacted in the past about the condition of the property but did not respond. He also noted electric service and propane tank has been pulled from property. Jessica Brusseau moved to send a certified letter to the owner regarding the District’s rules for property upkeep and asking about future plans for the property. Dan Brady seconded and the motion was approved. *Kristi Garofalo will prepare a draft letter and bring it to the next meeting for discussion and approval.*
- **Eathorne – French Pond Road – roof work** – Stan Borkowski’s report stated “roof was extended down but over an existing deck approx. 4 to 6 feet, but I see now violation of footprint as roof extension is over existing structure.” After discussion, the Board decided *Kristi Garofalo will check with Stan Borkowski to clarify whether Stan Borkowski meant to say “no violation”.*

**Old Business: None**

**New Business: None**

Don Dubrule made a motion to adjourn the meeting and Jessica Brusseau seconded. The meeting adjourned at 7:00 pm

Note: The next Planning Board Meeting is scheduled for Thursday, January 9 at 5:30 pm.

Respectfully Submitted,  
Kristi Garofalo