

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
July 10, 2014
*UNAPPROVED***

Call to Order: Chairman Don Dubrule called the meeting to order at 5:40 pm.

Roll Call: Don Dubrule, Chris Demers (ex-officio), Tom Eighmy, David Martella and Dan Brady. David Robinson was present as a guest.

Zoning Permit Applications:

- **Robinson – New Garage:** The Board reviewed the permit application for a two-car, two-story garage. Zoning officer Stan Borkowski and Water Supervisor Don Drew reviewed the application earlier in the week and recommend approval. During discussion, the Board determined that the setbacks and height of the garage are within limits. David Martella made a motion to approve the permit, Chris Demers seconded, and motion passed.

Approval of Minutes: Dan Brady made a motion to approve the minutes, David Martella seconded. Motion passed.

Review of Zoning Permits Report:

- **Williams:** The zoning officer report stated minor siding needs to be installed and then the job will be complete.
- **Forge:** The zoning officer report stated the exterior of the home is finished, utilities are complete, and he is ready to sign the compliance certificate. Kristi Garofalo reported the contractor still owes the District for materials provided for water line hook-up so the certificate has not gone out. Dan Brady asked for a note to be added to the tracking form that the homeowner is not required to replant trees on the lot as a condition of the permit approval. *Kristi Garofalo will make the change.*
- **Sjolander:** The site and foundation work has started according to the zoning officer report.

Review of Incident Reports:

- David Martella reported receiving an email from Don Drew regarding a possible building project on Killer Hill. Since the road is not a town road, there was a question as to whether a Haverhill driveway permit was needed or if the District should regulate that. Tom Eighmy was surprised to hear the Killer Hill section of road is not town-maintained and requested signs be installed to label it as such. The Board held a lengthy discussion regarding the current traffic issues on Killer Hill and the Lakeside/Vernon Drive intersection, and brainstormed possible options for the road if the project moves forward. *Don Dubrule will draft a letter for Chris Demers to send to the LGC regarding the Planning Board's legal options in the case.*
- **White Mountain Ext. – Killer Hill – Horne/Farr:** Dan Brady is working on contacting the neighbor for more information. The Board tabled any action pending Dan Brady's report.
- **Valley Road – Cristello:** Home is still on the market.

- **Lakeside Drive – Molnar:** Kristi Garofalo reported the owner’s sister called and plans to bring her brother up to view the property. They are also working with a local realtor to list the property for sale.
- **Swiftwater Circle – Ciotti:** Still no response to letter sent May 28 regarding the home’s condition. The Board agreed to ask *Stan Borkowski to check out the property.*
- **Bear Road – Costello:** The zoning officer report noted the property seems unused and asked about its status. *The Board agreed to ask Stan Borkowski to check the property for any safety or repair issues.*
- **Cranmore Drive – Desimone:** No response to letter regarding “For Sale” sign on lot. The Board agreed to ask *Stan Borkowski to check if the sign is still posted.*

Old Business:

- **Zoning/Mapping Standardization:** Don Dubrule will contact Cartographics to see about having a new office map printed with Montview labeled as Section 5. In the meantime, the Board agreed *Kristi Garofalo will change the office map to show the Montview area is also Section 5.*
- **Swimming pools:** Tom Eighmy suggested re-doing the “Building Process” flow chart and removing it for now from the website. The Board agreed and *Kristi Garofalo will remove the form from the website.* Don Dubrule has researched guidelines from other communities that could be used as reference for new district guidelines. *Don Dubrule will send these sample guidelines out to Board members by email* and asked members to review and provide detailed feedback at the next meeting.
- **Maintenance/Rebuild Requirements for Zoning Permits:** Don Dubrule presented materials showing the criteria for zoning permits as excerpted from the zoning ordinance and asked members to review and provide detailed feedback at the next meeting.
- **Frequently Asked Questions:** Kristi Garofalo gave the Board a list of common building/zoning questions heard in the office. The Board brainstormed responses and *Kristi Garofalo will draft a list of FAQs and the Board’s answers for discussion at the next meeting.*

Chris Demers made a motion to adjourn the meeting and Tom Eighmy seconded. The meeting adjourned at 7:55 pm

Note: The next Planning Board Meeting is scheduled for Thursday, August 7 at 5:30 pm.

Respectfully Submitted,
Kristi Garofalo