

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
August 7, 2014
*UNAPPROVED***

Call to Order: Chairman Don Dubrule called the meeting to order at 5:38 pm.

Roll Call: Don Dubrule, Chris Demers (ex-officio), Jessica Brusseau, Tom Eighmy, David Martella and Dan Brady. Bob Long, Tim Jackson, Chris Fenn and Craig Schulz were present as guests.

Zoning Permit Applications:

Jackson – Swiftwater Road – new home: Property owner Tim Jackson and contractor Craig Schulz presented a permit application packet, but the state septic approval has not been received yet. After discussion and review of the packet, Chris Demers made a motion to approve the permit with the following conditions:

- a. The Board must receive a state approved septic plan
- b. No construction or excavation can begin until the approved septic plan is received and reviewed, and the zoning officer and water supervisor have both signed off on the permit
- c. Trees in the center of the lot may be cut down while waiting for the other approvals.

David Martella seconded the motion and it passed.

Dan Brady voiced concerns about the review process for zoning permit applications, specifically incomplete packets should not be placed on the agenda. The Board discussed the need for notice of pending applications so they can make site visits before discussions. Chris Demers made a motion that future permit application packets must have complete paperwork, be approved by the zoning officer, and made available in the office for review a minimum of 48 hours before the meeting at which it is on the agenda for Board approval. David Martella seconded and the motion passed.

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

Review of Zoning Permits Report:

- **Williams:** The zoning officer report stated the job is complete. The Board agreed to remove the project from their list.
- **Forge:** Kristi Garofalo reported the contractor paid the District for materials provided for water line hook-up and the zoning officer has signed off on the compliance certificate. The Board agreed to remove the project from their list.
- **Sjolander:** The framing work has started according to the zoning officer report.
- **Robinson:** Permit was just issued at the last Board meeting; no action reported.

Review of Incident Reports:

- **White Mountain Ext. – Killer Hill – Horne/Farr:** Dan Brady talked to neighboring lot owner who is highly in favor of the removal of the slash pile. ***Bob Long said he would contact the owners to discuss the issue.***
- **Valley Road – Cristello:** Kristi Garofalo reported the office received a call from a very interested buyer and hopefully the home will sell soon.
- **Lakeside Drive – Molnar:** Kristi Garofalo reported the property is for sale and the realtor reported they have an interested buyer.
- **Swiftwater Circle – Ciotti:** Letter from zoning officer to the homeowners sent on 7/24. The Board tabled the incident discussion to give owners time to respond.
- **Bear Road – Costello:** The zoning officer report noted inspection showed no serious deterioration of property. The Board agreed to remove this incident from the list.
- **Cranmore Drive – Desimone:** The zoning officer report shows the sign has been removed. The Board agreed to remove this incident from the list.

Old Business:

- **Zoning/Mapping Standardization:** Don Dubrulle contacted Cartographics and was told changing the District map to show Section 5 instead of MontView could be done easily. ***Don Dubrulle will call Cartographics to get a quote for new maps.*** Don Dubrulle also spoke to Jo Lacaillade at the town office – she wondered if the Haverhill Planning Board had approved the map change and research to see if the change will affect tax records. Don Dubrulle recommended not taking any further action until he gets the quote from Cartographics and the Board hears from Jo Lacaillade. **Tabled**
- **Swimming pools:** Don Dubrulle presented an outline for above ground swimming pool regulations along with samples of regulations from other communities. The Board discussed areas to be regulated and will start to work through the outline at the next meeting. **Tabled**
- **Maintenance/Rebuild Requirements for Zoning Permits: Tabled**
- **Frequently Asked Questions:** The Board discussed changes/additions to the rough draft of the FAQs. ***Kristi Garofalo will make the specified changes and have a new draft for discussion at the next meeting.*** **Tabled**

New Business:

- **Killer Hill – Driveway:** A local contractor has been working to put in a driveway on White Mountain Drive at the top of Killer Hill. Reportedly, the town of Haverhill issued a driveway permit even though the road has been treated as private in the past. After discussion, the Board agreed ***Kristi Garofalo will get a copy of the driveway permit from the town for the Board to review. Kristi Garofalo will also research contact information for the lot owner.***

Jessica Brusseau made a motion to adjourn the meeting and David Martella seconded. The meeting adjourned at 8:10 pm

Note: The next Planning Board Meeting is scheduled for Thursday, September 4 at 5:30 pm.

Respectfully Submitted,
Kristi Garofalo