

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
September 4, 2014
*UNAPPROVED***

Call to Order: Chairman Don Dubrule called the meeting to order at 5:34 pm.

Roll Call: Don Dubrule, Chris Demers (ex-officio), Jessica Brusseau, Dan Brady and David Martella were present. Tom Eighmy was excused. Bob Long and Thalia Bessette were present as guests.

Zoning Permit Applications:

Bessette – Kinsman Road – new shed: Robert and Thalia Bessette recently bought the home at 29 Kinsman Road and applied for a permit to install a 12' x 20' storage shed on the property. The Board reviewed the permit paperwork and after a discussion regarding the shed foundation, Chris Demers made a motion to approve the permit. Dan Brady seconded. The Board voted to approve the permit with the exception of David Martella who abstained on the grounds he felt a shed without a permanent foundation should not require a permit.

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

Review of Zoning Permits Report:

- **Sjolander:** Framing work continues according to the zoning officer report.
- **Robinson:** Foundation for the garage is in according to the zoning officer report.
- **Jackson:** Permit was issued last month and materials for the new log home to be constructed have been delivered.

Review of Incident Reports:

- **White Mountain Ext. – Killer Hill – Horne/Farr:** Bob Long reported he spoke to the owner and they will take care of the slash pile this fall.
- **Valley Road – Cristello:** Kristi Garofalo reported a purchase offer has been made on the home and acceptance of the offer is pending.
- **Lakeside Drive – Molnar:** Kristi Garofalo reported a purchase offer has been made on this home and that offer is also pending.
- **Swiftwater Circle – Ciotti:** No response to letters sent regarding the condition of the property. *Kristi Garofalo and Bob Long will try to find a phone number for the owner and pass it on to Dan Brady who volunteered to call the property owner.* The Board also approved sending a certified letter to the owner before the next meeting. *Kristi Garofalo will draft a letter and send it to Don Dubrule for approval before mailing.*
- **White Mountain Drive – Flaherty:** Reports have been received the property owner is removing the old deck and replacing it with a much larger deck. The Board agreed *Kristi Garofalo would ask zoning officer Stan Borkowski for a “cease and desist” letter template and construct a Mountain Lakes letter from that basis. She will send the letter to Don Dubrule for approval before mailing.*

Old Business:

- **Zoning/Mapping Standardization:** Don Dubrule reported he spoke to Jo Lacaillade at the Town offices. She is still researching whether the Haverhill Planning Board approved the map change

(Section 5/MontView names) and whether the proposed change will affect tax records, but should have an answer by the end of the month. ***Don Dubrule will check back with her.*** Dan Brady stated he read an article about Cartographics and he will bring it to the next meeting. **Tabled**

- **Swimming pools:** The Board agreed pools that do not require chemicals to maintain them do not require a permit and will be listed as an exception. The Board will continue to work through an outline for above ground swimming pool regulations at the next meeting. **Tabled**
- **Maintenance/Rebuild Requirements/Frequently Asked Questions:** The Board reviewed a question regarding occupancy certificates vs. Zoning Compliance Checklist. The Board reviewed the ZCC and approved the following changes: The property owners' section and the "office use only" section should be clearly divided; a notice should be added regarding the need for the property owner to locate boundary line pins, preferably by official survey; and a disclaimer added noting the property owner is responsible for the accuracy of pin locations. ***Kristi Garofalo will make the specified changes and have a new draft for discussion at the next meeting.*** **Tabled**
- **Killer Hill – Driveway:** Bob Long reported the commissioners are questioning town officials about whether Killer Hill is town-maintained since it is part of White Mountain Road and that road was accepted by the Town for maintenance years ago. Don Dubrule reported he spoke to the property owner and was told he expects to build next year so the District has time to resolve the issue. ***Chris Demers will double check with Jo Lacaillade and/or Glenn English regarding the maintenance of White Mountain Road.*** **Tabled**
- **Permit Application 48-hour Review:** Discussion was held to clarify the new permit review procedure. The Board agreed on the following: 1) application packets must be submitted no later than 2 weeks prior to the monthly meeting in order to give the staff and zoning officer time to review 2) if documentation is incomplete, Kristi Garofalo has leeway to accept a revised packet within the time frame allowed for approval 3) an application cannot go on the agenda unless staff and zoning officer approve it by the Monday before the meeting 4) once approved, Kristi Garofalo will notify Board members of the project file availability and will also notify the property owners and place the application on the meeting agenda.

New Business:

- Dan Brady gave details of a project for his own home which involves removing an existing retaining wall and replacing it with a grade level patio area. The Board agreed the project was basically a landscaping project and didn't require a permit.
- Jessica Brusseau passed along a request that the Board meet on at least one Saturday morning during the summer months so seasonal residents could participate. After a brief discussion about the lack of seasonal resident participation at other summer Saturday meetings, David Martella moved that the Board would not hold meetings on Saturdays during the summer, Chris Demers seconded and the motion passed.
- Kristi Garofalo gave information regarding upcoming NHMA classes. The Board budget has funds and the classes are \$35 each. ***Kristi Garofalo will email the information to Board members.***

Chris Demers made a motion to adjourn and David Martella seconded. The meeting adjourned at 7:25pm

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

Respectfully Submitted,
Kristi Garofalo