

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
October 8, 2015
*UNAPPROVED***

Call to Order: Chairman Don Dubrulle called the meeting to order at 6:03 pm.

Roll Call: Don Dubrulle, Dan Brady, Chris Demers, David Martella and Mike Bonanno. Marc Eathorne and Bob Long were present as guests.

Zoning Permit Applications:

- **Sanzo – Enclosed Porch/Addition** – The homeowners would like to enclose part of their existing deck to make a three or four season room with Marc Eathorne doing the work. The Board reviewed the file documentation and setbacks; then discussion centered on concerns that the adding living space required a continuous foundation (not the existing concrete piers) as noted in the zoning ordinance. Mike Bonanno moved to table the permit application until the next meeting and ask Stan Borkowski to work with Marc Eathorne on finding out more about the homeowner's plans. Don Dubrulle seconded and the motion passed.

Mike Bonanno made a motion to authorize alternate member David Martella to act in place of recently resigned member Laura Sjolander for the meeting. Chris Demers seconded and the motion passed.

- **Krull – Addition/ Mud Room** – The Board reviewed the new copy of the survey recently done on the property. Mike Bonanno noted the new copy still didn't show the surveyor's signature or seal and it's not dated. After discussion, the Board decided to send a letter stating the Board needs a copy of the survey with the date, signature and seal of the surveyor. *Kristi Garofalo will draft a letter to the homeowners for Don Dubrulle's approval*
- **Prater – Deck** – Kristi Garofalo reported a local attorney recently contacted the office and the Praters are moving forward in purchasing the neighboring lot. The homeowner plans to merge the lots to eliminate the setback violation. Mike Bonanno moved to table the application until the next Board meeting; Chris Demers seconded and the motion passed.
- **Weeks – Deck/Ramp and Shed** – The Board agreed the permit application for the shed remained tabled until the homeowner has a survey done. The Board discussed the previous permit for a ramp and deck and noted the ramp hasn't been built. Mike Bonanno made a motion to send a letter to the homeowner notifying them that since the project was built differently from the permit issued, the homeowner needs to provide "as-built" drawings as agreed at the time of application. Don Dubrulle seconded and the motion passed. *Kristi Garofalo will draft a letter for Don Dubrulle's approval.*

Approval of Minutes:

- **September 10 meeting:** Mike Bonanno moved to approve the minutes; Don Dubrulle seconded and motion passed.
- **September 30 meeting:** Mike Bonanno moved to approve the minutes; Chris Demers seconded and motion passed. The Board agreed *Kristi Garofalo will send a copy of the approved minutes with the permit conditions voted to the Krulls along with the above letter.*

Review of Zoning Permits Report:

- **Heartt – Shed** – The zoning officer report stated the framing is now complete, roofing is on and the shed is now 90% complete. Mike Bonanno asked whether the zoning officer found out whether the owner plans to have a second vehicular access to the shed as noted in his previous report. *Kristi Garofalo will ask Stan Borkowski about the issue.*
- **Fallon – Deck** – No new report from the zoning officer. The Board agreed the permit should stay on the report as exterior work isn't complete.
- **Long – New Home** – The zoning officer report stated the property has been graded and staked. The necessary variance has been granted and the building foundation is in and has been inspected.
- **Krull – Addition** – see above notes.
- **Weeks – Deck/Ramp and Shed** – see above notes.

Review of Incident Reports:

- **White Mountain Ext. – Killer Hill – Horne/Farr:** *Chris Demers will call Phil Blanchard of the North Haverhill Fire Department to see about burning the slash pile as a training opportunity.*
- **Swiftwater Circle – Ciotti:** No new information.
- **Lakeside Drive –Prater:** See above notes.
- **Edwards – Unregistered vehicle** – Certified letter sent to owner on 10/6/15.

David Martella asked that Stan Borkowski investigate the recent tree cutting on a Lakeside Drive property near the office. The trees have been left while they fell for several weeks. The Board agreed to add this incident to the list and *Kristi Garofalo will ask Stan Borkowski to investigate.*

Old Business:

- **Master Plan: See Master Plan Committee minutes**
- **Zoning/Mapping Standardization: Tabled**
- **Swimming pools: Tabled**
- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**

New Business:

- **Survey/Lot Lines Policy:** Don Dubrulle led a discussion regarding when the Board would require a professional survey be provided. The Board agreed to the following policy: If all lot boundary pins can be located, a survey is not required. If all pins can't be located, then a professional survey is needed, including installation of boundary pins by the surveyor, and a copy of the survey must be included with the permit application documents.
- **Email Correspondence:** The Board discussed an email from a new resident asking what the Board was doing about two specific unsightly properties. One is a property the Board is already working with the homeowner to clean up the property. The other homeowner recently notified the office they'd had a small fire and were piling smoke-damaged items in the yard until a dumpster could be delivered. The Board agreed both properties would be added to the incident tracking list and monitored. *Kristi Garofalo will respond to the original email with the Board's planned actions.*

Don Dubrulle moved to adjourn and Mike Bonanno seconded. The meeting adjourned at 7:11 pm.

The next Planning Board meeting will be Thursday, November 5 at 6:00 pm at the District Office

Respectfully submitted,
Kristi Garofalo