

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
November 5, 2015
*AMENDED and APPROVED***

Call to Order: Chairman Don Dubrule called the meeting to order at 6:04 pm.

Roll Call: Don Dubrule, Chris Demers, David Martella and Mike Bonanno. Josh Aldrich and Bob Long were present as guests.

Don Dubrule authorized alternate member David Martella to act and vote as a full member of the Board for the meeting. Don Dubrule also reported that Dan Brady had resigned as a full member, but would remain as an alternate member. David Martella said this was his last meeting until spring as he will be in California for the winter. At Don Dubrule's request, *Kristi Garofalo will send out an email to recruit new Board members.*

Zoning Incident: Josh Aldrich stated that he offers part of his empty lot for neighbors to collect items to be burnt later. While he was dealing with a death in the family, he received a letter from the Board regarding trash on the lot and leaving his lawn unmowed. He said he felt homeowners should be contacted in person, not by a formal letter, because it would be friendlier and cause less stress than what he experienced when he got the letter so soon after a family tragedy. The Board expressed their sympathy and condolences and agreed to revisit the procedure by which letters are sent for zoning violations. After further discussion, Mike Bonanno made a motion that all zoning violation letters come from the zoning officer (not the office) and a copy should be placed in each Board member's folder to be reviewed at the regular meeting. David Martella seconded and the motion passed.

Approval of Minutes:

- **October 8 meeting:** Mike Bonanno moved to approve the minutes; David Martella seconded and motion passed.

Zoning Permit Applications:

- **Sanzo – Enclosed Porch/Addition** – Zoning officer Stan Borkowski reported in an email that it was his understanding the homeowners do not plan to use the proposed enclosure of the porch year round; there will be no heat, no insulation, etc. and therefore his opinion was that there is no issue of a continuous foundation requirement. Don Dubrule contacted the NHMA regarding the MLD zoning ordinance exception for non-seasonal rooms; their response was that the enclosure/addition does fall under the exception. The Board members held a discussion about the ordinance language and full-time use of structures, but made no decisions except that future discussions may lead to zoning ordinance changes. Mike Bonanno made a motion that the Sanzo permit be approved. Chris Demers seconded. The Board voted in favor of approving the permit; David Martella abstained.
- **Prater – Deck** – The Board agreed the permit application should remain tabled as the homeowner is taking steps to purchase and merge the adjoining lot.
- **Weeks – Deck/Ramp and Shed** – David Martella made a motion that the permit be denied until the information required by the Board is submitted. Mike Bonanno seconded and the motion passed. The Board discussed how to notify the owner of the denial; after hearing there was not a denial letter template, *Don Dubrule said he will work on creating one to use.*

Review of Zoning Permits Report:

- **Heartt – Shed** – Kristi Garofalo said she asked Stan Borkowski for updates about the secondary driveway access and has not received a response. The Board agreed to keep the permit on the report.
- **Fallon – Deck** – No new report from the zoning officer. The Board agreed *Kristi Garofalo will ask Stan Borkowski to sign off on the permit as the project looks completed.*
- **Long – New Home** – The zoning officer report stated the trusses are on site and framing is up.
- **Krull – Addition** – The zoning officer report stated the foundation for the addition is in and has been inspected.
- **Weeks – Deck/Ramp and Shed** – see above notes. Since the permit was denied, Mike Bonanno made a motion to remove it from the report; David Martella seconded and the motion passed.

Review of Incident Reports:

- **White Mountain Ext. – Killer Hill – Horne/Farr:** No new report.
- **Swiftwater Circle – Ciotti:** No new information.
- **Lakeside Drive –Prater:** See above notes.
- **Edwards – Unregistered vehicle** – Certified letter sent to owner on 10/6/15; no response.
- **Wildcat Drive – Heartt** – See above notes.
- **Lakeside Drive – Krot** – Zoning officer investigated trees cut down and left by the lake side. He sent a letter to the office to be typed and sent to homeowner. The letter was mailed on 11/4/15; the Board reviewed the letter, but there was no discussion.

Old Business:

- **Zoning/Mapping Standardization: Tabled**
- **Swimming pools: Tabled**
- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**

New Business:

- **Rules of Procedure:** Don Dubrule asked Board members to review the Rules of Procedure for the Planning Board and bring any ideas for changes to the next meeting.
- **Zoning Ordinance Revisions:** Mike Bonanno asked if the Board wanted to make changes to the zoning ordinance ***AS AMENDED number 406.4*** to be presented at the annual meeting. The Board agreed discussion about zoning ordinance revisions would be put on the next meeting agenda.

Mike Bonanno moved to adjourn and Chris Demers seconded. The meeting adjourned at 7:34 pm.

The next Planning Board meeting will be Thursday, December 10 at 6:00 pm at the District Office

Respectfully submitted,
Kristi Garofalo