

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
March 10, 2016  
\*UNAPPROVED\***

**Call to Order:** Chairman Don Dubrule called the meeting to order at 6:12 pm.

**Roll Call:** Don Dubule and Chris Demers were present. Bob Long was also present as a guest.

**Approval of Minutes – February 4, 2016:** No quorum present – approval postponed

**Approval of Agenda** – No quorum present – approval postponed

**Review of Zoning Permits Report:**

- **Long – New Home** – The zoning officer report stated the home is approximately 80% enclosed. Bob Long noted the zoning officer shows his permit expiration date is in April, but said he will get an extension request to the Board for their next meeting.
- **Krull – Addition** – The zoning officer report stated the addition is up and enclosed; needs roofing and siding.

**Review of Incident Reports:**

- **Swiftwater Circle – Ciotti:** Kristi Garofalo reported the water payment was received for the property and recommended another letter be sent to the homeowner since it seems someone is now responding to their mail. *Kristi Garofalo will send a letter.*
- **Lakeside Drive –Prater:** Kristi Garofalo reported the letter requesting proof of lot purchase and merger was sent on 2/10/16 as directed by the Board. The homeowner has since stopped in the office with questions and to let everyone know he is consulting with an attorney regarding the necessity of officially merging the lots.
- **Edwards – Unregistered vehicle** – No new information. Bob Long stated he wasn't sure the car was still there; he didn't see it the last time he went by the property. *Kristi Garofalo will ask Stan Borkowski to check on the property.*
- **Pawtuckaway Drive – Weeks** – Kristi Garofalo reported a letter regarding the next steps needed for permit approval was mailed to the homeowner on 2/10/16, but no response was received. Don Dubrule suggested Stan Borkowski talk to the homeowner in person since they have worked together before; *Kristi Garofalo will ask Stan Borkowski to visit the homeowner.*
- **Swiftwater Circle – Pixley/Jenks (formerly Hudson)** – no action taken.
- **Bear Road – Wright** – Kristi Garofalo said the lot owner did apply to the ZBA for an exception, but the ZBA chairperson needs more information (i.e. abutter info, owner's plans for the property, etc.) The application is on hold, but there have been reports that trees are being cleared from the lot. *Kristi Garofalo will ask Stan Borkowski to check on the property and speak to the owner.*
- **Windsor Avenue – Sorrentino** – The zoning officer stated the chickens have been removed, but the chicken coop is still there. Monitoring will continue until the next Board meeting.

**Lakeside Drive – Porter** – A report was received that a new shed is being built at this home. No permit application has been received. *Kristi Garofalo will ask Stan Borkowski to check it out.*

**Old Business:**

- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled** – the Board agreed to keep this topic on the agenda.

**New Business:**

- Kristi Garofalo passed along a question from a lot owner on Lakeside Drive. They haven't built their home yet, but the family enjoys using the beach and pool during the summer. They asked if they could put up a temporary "pop-up" shelter on their lot with paving stones as flooring for times of inclement weather; and if such a shelter was allowed, whether setback requirements applied. After discussion, it was decided ***Kristi Garofalo will draft a letter and send it to Don Dubrule for approval before sending it to the lot owner.*** The letter will state the following:
  - temporary structures are allowed
  - setback requirements do not apply for temporary structures
  - the temporary structure must be for daytime use only – no camping is allowed

Don Dubrule moved to adjourn and Chris Demers seconded. The meeting adjourned at 6:37pm.

The next Planning Board meeting will be Thursday, April 7 at 6:00 pm at the District Office.

Respectfully submitted,  
Kristi Garofalo