

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
October 6, 2016
*UNAPPROVED***

Call to Order: Chairman Don Dubrule called the meeting to order at 6:00 pm.

Roll Call: Don Dubrule, Mike Roberts, Robert Roudebush, David Martella and Mark Johanson were present. Joseph Fiore of J & S Fiore Builders was present as a guest.

Don Dubrule designated alternate Board members David Martella and Mark Johanson to act as full voting members of the Board and declared a sufficient quorum to be present to conduct Board business.

The Board agreed the approval of minutes and agenda would be moved to later in the meeting in order to consider the Hetherton zoning permit application first.

Permit Application – Hetherton – New Home: Property owners Mary and Patrick Hetherton applied for a permit to build a new log home on Swiftwater Circle. The Board reviewed the permit application and supporting documents. After a brief discussion with Joseph Fiore, builder and representative for the property owner, Mark Johanson moved to approve the application. Don Dubrule seconded and the motion passed. ***Kristi Garofalo will fax the revised permit approval to the town of Haverhill.***

Zoning Officer Communication: The Board discussed ongoing efforts to continue improving communication with zoning officer Stan Borkowski. Robert Roudebush commented that email contact with Stan Borkowski had been made this month, but no face-to-face meeting had taken place. The Board discussed the zoning officer communication action items assigned at the last meeting. Mike Roberts had not been able to check with Don Drew about setting up a conference call connection for times when Stan Borkowski is unable to attend a Board meeting. Robert Roudebush said he contacted Stan Borkowski to see if he would be comfortable with such an arrangement, but whether the arrangement will take place is unclear so far.

Review of Zoning Permits Report:

- **Long – New Home** – The Board agreed an extension on the permit will be needed and that Robert Roudebush will contact the homeowner. The Board also agreed that upon receipt of the written request for extension, the Board will extend the permit expiration to May 30, 2017.
- **Krull – Addition** – Zoning officer report: No change, work continues.
- **Roberts – Addition** – Zoning officer report: Exterior work continues. The homeowner is aware a permit extension is needed to continue work and will provide a written request for the extension. The Board agreed that upon receipt of the request, the Board will extend the permit expiration to May 30, 2017.
- **Tow/Micicche – Deck** – Zoning officer report: Work done except for painting. ***Kristi Garofalo will ask the zoning officer to determine if painting is done.***
- **Fullbrook – Deck** – Zoning officer report: No change, work continues.
- **Powers – Shed** – Zoning officer report: Construction complete; zoning officer to follow up for ZCC.
- **Burnham – Wood Cover** – Zoning officer report: Work complete. Drop from report.
- **Houde – Shed** – Zoning officer report: Shed kit has been assembled; zoning officer to follow up for ZCC.
- **Hetherton – New Home** – see above for permit approval.

Review of Incident Reports:

- **Ciotti – Swiftwater Circle – Property in Disrepair:** The Board questioned why there was no current report from the zoning officer; not even a “no change” notation.
- **Edwards – Valley Road – Unregistered Vehicle:** A Notice of Violation was previously mailed and hand delivered by Robert Roudebush. The Board questioned why there was no current report from the zoning officer; not even a “no change” notation.
- **Weeks – Pawtuckaway Drive – Yard Debris:** The Board previously instructed the District’s legal counsel to proceed with a “lawyer letter” (2nd Notice of Violation) to the homeowner regarding this violation. Robert Roudebush reported that as of the meeting date, there is no indication a letter was sent. [Addendum: Robert Roudebush spoke to attorney Bernie Waugh; he indicated a letter will be sent in the week ending 10/15.]
- **Pixley/Jenks – Swiftwater Circle – Camper on Lot:** A second lawyer’s letter was issued 9/7/16. No verbal or written response was received, but Robert Roudebush reported the lot was almost completely cleared when he made a site visit a couple of weeks ago. He said two or three items of camping equipment remain, but no sign of human habitation. The Board agreed the zoning officer should continue to monitor for further progress in lot clearing.
- **Wright – Bear Road – Lot Clear Cut:** Zoning officer reported the excavator is gone. Drop from report.
- **Davis – White Mountain Drive – Boat in Yard:** Boat has been moved out of the front setback area to the side of the house and is now partially screened from the road. Drop from report.
- **Burnham – French Pond Road – Unpermitted Structure:** Permit granted – see above. Drop from report.
- **Sorrentino – Windsor Lane – Livestock:** Zoning officer reported he checked for presence of chickens; no sign, sight or smell was found. The Board agreed to direct the zoning officer to continue random spot checks for evidence of livestock/chickens.

Old Business:

- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**

New Business:

- **Zoning Officer Action Item:** The Board agreed to ask the zoning officer to check the Hanson property on the corner of Lakeside and Deerfield Drive, noting some construction work is going on and no permit is in place.
- **Zoning Officer Job Description:** The Board briefly discussed the current zoning officer job description which dates from 2007. Copies of the description were given to members for review; thoughts and suggestions for modifying the description will be entertained at the next meeting.

Approval of Minutes

- **September 8, 2016:** Mike Roberts moved to approve, Robert Roudebush seconded.

Approval of Agenda: Robert Roudebush moved to approve the agenda with the change to consider permit applications first as noted above; David Martella seconded and the motion passed.

Comments of the Public: None

Comments of Planning Board Members: None

Mike Roberts moved to adjourn; Mark Johanson seconded. The meeting adjourned at 6:58 pm.

The next Planning Board meeting will be Thursday, November 10 at 6:00 pm.

Respectfully submitted,
Kristi Garofalo