

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
December 7, 2016  
\*UNAPPROVED\***

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

**Roll Call:** Don Dubrule, Mike Bonanno, Robert Roudebush, Mike Roberts, Mark Johanson and Tom Eighmy were present. Keith and Cathy Forge were present as guests.

Don Dubrule designated alternate Board member Mark Johanson to act as a full voting member of the Board. Don Dubrule made a motion to consider the Forge zoning permit application as the first order of business; Robert Roudebush seconded and the motion passed.

**Permit Application – Forge – Shed:** Keith and Cathy Forge applied for a permit to put a 10 x 12' storage shed on their lot. The Board reviewed the permit application and supporting documents. Don Dubrule asked the Forges to add the septic location to the map provided with the application packet; Cathy Forge made the change. After a brief discussion, Mike Bonanno moved to approve the application. Robert Roudebush seconded and the motion passed. ***Kristi Garofalo will fax the permit approval to the town of Haverhill.***

**Approval of Minutes**

- **October 6, 2016:** Robert Roudebush moved to approve, Mark Johanson seconded and the motion passed with Mike Bonanno abstaining.

**Approval of Agenda:** Robert Roudebush moved to approve the agenda with the change to consider the permit application first as noted above; Mike Bonanno seconded and the motion passed.

**Long – New Home – Permit Extension:** Kristi Garofalo reported the office received the written request for extension; the Board agreed to extend the permit expiration to May 30, 2017 as discussed in the October meeting.

**Review of Zoning Permits Report (from zoning officer report as of 11/01/16):**

- **Long – New Home** – Zoning officer report: Nearly complete.
- **Krull – Addition** – No zoning officer report. The Board directed ***Kristi Garofalo to draft a letter to the homeowners notifying them of the need to apply for a permit extension.***
- **Roberts – Addition** – The Board agreed to extend the permit expiration to May 30, 2017.
- **Tow/Micicche – Deck** – Zoning officer report: No change. The Board directed ***Kristi Garofalo to draft a letter to the homeowners notifying them of the need for a permit extension until painting can be done.***
- **Fullbrook – Deck** – Zoning officer report: Decking is in place. ***Zoning Officer to sign off ZCC.***
- **Powers – Shed** – No zoning officer report. ***Zoning Officer to sign off ZCC.*** Drop from report.
- **Houde – Shed** – No zoning officer report. ***Zoning Officer to sign off ZCC.*** Drop from report.
- **Hetherton – New Home** – Zoning officer report: Permit just issued; site is being cleared.

**Review of Incident Reports:**

- **Ciotti – Swiftwater Circle – Property in Disrepair:** No zoning officer report. Board members discussed the lack of change in the property's condition and agreed ***Mike Bonanno will talk to health officer Steve Robbins to see if the property qualifies as a health hazard.***
- **Edwards – Valley Road – Unregistered Vehicle:** No zoning officer report. A Notice of Violation was issued in September. After some discussion, Mike Bonanno made a motion to contact Bernie Waugh (the District's legal counsel) to get clarification of the steps to obtain a court order for the vehicle's removal. Don Dubrule seconded and the motion passed. The Board agreed ***Robert Roudebush will check on the tax status of the property and he will also talk to Bernie Waugh about the cost and steps needed to obtain a court order for removal of the vehicle.***

- **Weeks – Pawtuckaway Drive – Yard Debris:** The Board agreed the property condition has improved and agreed to continue monitoring for 90 days; if the property does not deteriorate, they agreed to drop the property from the report.
- **Pixley/Jenks – Swiftwater Circle – Camper on Lot:** Robert Roudebush reported he spoke to one of the lot's owners and told her she needed to clear off the lot to close the issue. He said two or three items remain, but there is no sign of human habitation. The Board agreed to remove the incident from the report.
- **Sorrentino – Windsor Lane – Livestock:** Mike Bonanno said he has not heard or seen any signs of chickens in the area. Don Dubrulle said he talked to a neighbor who saw a chicken in the road and he has also heard other reports of chicken noise. The Board agreed ***Kristi Garofalo will ask the zoning officer to check for livestock/chickens.***
- **Davis – White Mountain Drive – Unregistered Car:** Mike Bonanno reported a car without plates is parked on the lot. He filled out an Observation Incident Report for office use. The Board agreed ***Robert Roudebush will contact property owner Stan Davis regarding the vehicle.***

**No Trespassing Signage:** Don Dubrulle said a resident recently asked whether they could post “No Trespassing” signs on their property. In researching the request, Robert Roudebush found that state law specifically allows homeowners to post their property boundaries. State law has precedence over the MLD zoning ordinance so Don Dubrulle wanted Board members to be aware that “No Trespassing” signs are allowed in Mountain Lakes.

#### **Old Business:**

- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**
- **Zoning Officer Job Description:** Robert Roudebush explained the District doesn't have a contract with current zoning officer and while the commissioners are in charge of hiring/firing, they need active input from the Board regarding the zoning officer position. The Board discussed Robert Roudebush's draft of an updated zoning officer job description and agreed to the following changes:
  - Section A:3: the sentence on page 2 starting with “(Should the Board determine...) to be omitted.
  - Section A:6 to be changed to read: “Attending all Planning Board meetings unless notified otherwise by the chair or its designee. The zoning officer is also expected to attend commissioners meetings or meetings of the Zoning Board of Adjustment when so requested.”
  - Section B:1 to be changed to read: “The zoning officer performs ***weekly*** inspection duties around MLD...”
  - Section B:4 to be added: “ If an Observation Incident Report is filed with the office, the zoning officer will be notified, and asked to investigate and report back with three to five business days.

Robert Roudebush suggested the zoning officer stipend be increased to \$250 per month with an additional \$20 for each permit application reviewed. After discussion, the Board agreed the \$20 would be paid when the ZCC was signed; the Board also agreed the suggested plan should be recommended to the Budget Committee and the commissioners.

#### **New Business:**

- **Warrant Article for Planning Board Legal Expenses:** Robert Roudebush told the Board that the costs of the “lawyer letters” sent in 2016 have essentially depleted the Capital Reserve Fund set up for Planning Board Legal Expenses. Kristi Garofalo said the Budget Committee agreed to recommend a warrant article in the amount of \$1,500 to replenish the Capital Reserve Fund and the Board agreed that amount would work.

**Comments of the Public: None**

**Comments of Planning Board Members: None**

Mike Bonanno moved to adjourn; Robert Roudebush seconded. The meeting adjourned at 7:40 pm.

The next Planning Board meeting will be Thursday, January 5 at 6:00 pm.

Respectfully submitted,  
Kristi Garofalo