

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
February 9, 2017
*UNAPPROVED***

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

Roll Call: Don Dubrule, Robert Roudebush and Mike Roberts were present.

Approval of Minutes

- **January 5, 2017:** Robert Roudebush moved to approve, Mike Roberts seconded and the motion passed.

Approval of Agenda: Robert Roudebush moved to approve the agenda; Don Dubrule seconded and the motion passed.

Zoning Officer Health Report: Robert Roudebush said he contacted Zoning Officer Stan Borkowski who has been seriously ill for the last couple of months. Stan Borkowski said his treatment will continue at least through February. Robert Roudebush said Stan Borkowski told him the process is slow, but he has been feeling a little better each day and may resume some duties this month. ***Robert Roudebush said he will stay in touch with Stan Borkowski and report again at the next meeting.***

Zoning Permit Applications: NONE

Review of Zoning Permits Report: **NOTE: No tracking report was received this month due to ZO's ill health**

- **Long – New Home** – No ZO report.
- **Krull – Addition** – No ZO report. No response to the letter sent 12/15 notifying homeowner of the need for an extension request.
- **Roberts – Addition** – No ZO report.
- **Tow/Micicche – Deck** – No ZO report. No response to the letter sent 12/15 notifying homeowner of the need for an extension request. ***Don Dubrule*** said he checked into reports that the house was on the market and did not find that it was, but he ***will keep tabs on the property.***
- **Hetheron – New Home** – No ZO report. Robert Roudebush reported the house construction seems to be moving along very well and looks good.

Review of Incident Reports: **NOTE: No tracking report was received this month due to ZO's ill health**

- **Ciotti – Swiftwater Circle – Property in Disrepair:** No ZO report.
- **Weeks – Pawtuckaway Drive – Yard Debris:** No ZO report. Board members reported they haven't seen any issues with the property; they agreed Board members will continue to monitor the property for another 60 days.
- **Sorrentino – Windsor Lane – Livestock:** No ZO report. All Board members agreed to remove this incident from the report since there have been no new reports or sightings.
- **Davis – White Mountain Drive – Unregistered Car:** Kristi Garofalo shared an email with photos from the property owner showing the car in question has been registered. Board members agreed to remove this incident from the report.

Old Business:

- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**
- **Zoning Officer Job Description:** Robert Roudebush noted that Board members received an updated version of the zoning officer job description which incorporated changes discussed at the last meeting. After asking for further changes and finding none, Robert Roudebush moved that the current version of the job description be passed on to the commissioners for their approval. Don Dubrule seconded and the motion passed.

New Business:

- **Annual Legal Update:** Don Dubrule reported he attended the recent commissioners meeting where the District's legal counsel, Bernie Waugh, presented information about court updates in the last year. Don Dubrule led discussion about a couple of changes of which he felt the Board members needed to be aware:
 - **Accessory Units:** The MLD zoning ordinance requires residents in an accessory dwelling to be related to the property owner, but recent statute changes state relationship cannot be a legal requirement now. Don Dubrule suggested Board members review the current zoning ordinance and consider what changes need to be made.
 - **Application Filing Time:** Don Dubrule reported changes in state law now require that a permit application be submitted at least 21 days before the meeting at which it would be considered. MLD has been working under a District policy that applications must be submitted by the Monday before the Board meeting. Don Dubrule made a motion to institute a new policy requiring permit applications be submitted at least 21 days before the Board meeting where they would be considered in order to ensure compliance with state law. Robert Roudebush seconded and the motion passed.
- **District Formation Documents:** Don Dubrule said Bernie Waugh indicated that he has information about the powers that were granted to the District with the original zoning ordinance and District formation (i.e. District boundaries, etc.). Don Dubrule suggested requesting copies of the formation documents so they could be used as references in discussions of whether portions of the zoning ordinance were inappropriate, illegal and/or simply outdated. He also suggested consulting with Tara Bamford of the North Country Council to get her input and recommendations. After discussion, Don Dubrule moved to discuss the issue with Tara Bamford and talk to Bernie Waugh about the availability of formation documents, especially those pertaining to the MLD zoning ordinance and the planning duties of the District. Robert Roudebush seconded and the motion passed. ***Don Dubrule said he will draft a letter to Bernie Waugh and circulate it to Board members for review.***

Comments of the Public: NONE

Comments of Planning Board Members: NONE

Don Dubrule moved to adjourn; Robert Roudebush seconded. The meeting adjourned at 6:36 pm.

The next Planning Board meeting will be Thursday, March 9 at 6:00 pm.

Respectfully submitted,
Kristi Garofalo