

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

Call to Order: Chairman Don Dubrule called the meeting to order at 6:01 pm.

Roll Call: Don Dubrule, Mike Bonanno, Robert Roudebush, Mark Johanson and Mike Roberts were present. Cindy Williams was present as a guest.

The Board agreed to amend the agenda to hear public comments first. Cindy Williams explained plans to upgrade the ball field near the Lodge so that it can be used for Little League events and asked if a zoning permit was needed to construct the dugout kits donated by Coventry Log Homes. Mark Johanson asked about short and long term plans for the site. Cindy Williams said volunteers will roll and till to level the field; it is planned to be all dirt with no grass in the center for ease of maintenance. They have a tentative donation for the required fencing and the field would host T-ball events this coming year. After further discussion, the Board agreed they were appreciative of Cindy Williams' willingness to file a permit application, but felt a permit was not needed in this situation since the project was to be done on District-owned land. Robert Roudebush made a motion to "encourage the progress on this objective" and to recommend that Cindy Williams go to the commissioners with a written project plan and ask them to address the issue and give approval as well. Mark Johanson seconded and the motion passed.

Approval of Minutes

- **February 9, 2017:** Robert Roudebush moved to approve, Mike Roberts seconded and the motion passed.

Approval of Agenda: Robert Roudebush moved to approve the agenda with the above amendment; Mike Bonanno seconded and the motion passed.

Zoning Officer Health Report: Robert Roudebush said he contacted Zoning Officer Stan Borkowski and found that he was in the hospital and faces exploratory surgery and transfusions. He discussed with Stan Borkowski the need to make a decision and have a functioning zoning officer. They agreed to put Stan Borkowski's status on temporary hold and cease the monthly stipend payment. They also discussed the new zoning officer job description and Robert Roudebush told Stan Borkowski he would be the first person invited to apply when it was approved. Don Dubrule suggested that if the commissioners approve the new job description, it should be posted and one or more members of the Planning Board should take part in applicant interviews. In the meantime, the Board members agreed to become more involved. Don Dubrule suggested one member would be matched with each incident and "own it" and he will coordinate the efforts. The Board members agreed to the plan.

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. Robert Roudebush suggested sending another letter and Mark Johanson volunteered to contact the homeowner personally. After discussion, it was agreed that *Kristi*

Garofalo will send another request for an extension letter to the homeowner and send a copy to Mark Johanson along with contact information for the homeowner.

- **Roberts – Addition** – No ZO report. Mike Roberts said there have been no changes; they are waiting on materials.
- **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 the owner has not been around and he **will keep tabs on the property.**
- **Hetherton – New Home** – No ZO report. Robert Roudebush reported the house construction looks good. Don Dubrule noted the permit expires in March; the Board agreed **Kristi Garofalo will send a letter to notify the homeowner that an extension request is needed.**

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. Robert Roudebush reported there has been no change in the property's condition. Mike Bonanno said he spoke to the health officer who said it would be an expensive legal fight to even be able to visit the property. The Board discussed the usefulness of a "lawyer letter" and Robert Roudebush volunteered to contact the District's attorney if authorized to do so. Mike Bonanno made a motion to direct **Robert Roudebush to contact legal counsel and seek guidance in the situation.** Don Dubrule seconded and the motion passed.
- **Weeks – Pawtuckaway Drive – Yard Debris:** No ZO report. Board members reported the property still looks good and agreed to continue to monitor the property until the April meeting.

Old Business:

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

New Business:

- **Yurts:** Don Dubrule reported the office received an email questioning whether yurts would be accepted in the District. He noted that yurts were non-permanent structures - some were sided, some were canvas – with no septic and no solid foundation. After discussion, Mike Bonanno moved that yurts not be allowed in the District because they do not meet several stipulations of the zoning ordinance. Mark Johanson seconded and the motion passed.

Comments of the Public: NONE

Comments of Planning Board Members:

- Mike Bonanno moved to recommend to the commissioners that Robert Roudebush be appointed as a full member of the Planning Board since he is not running for re-election and will not be serving on the Board as the ex-officio. Don Dubrule seconded and the motion passed.
- Mike Bonanno moved to recommend to the commissioners that Mark Johanson be made a full member of the Board instead of an alternate member. Robert Roudebush seconded and the motion passed.

Mike Bonanno moved to adjourn; Don Dubrule seconded. The meeting adjourned at 6:44 pm.

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

Respectfully submitted,
Kristi Garofalo