

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
April 13, 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, David Martella and Mike Roberts were present. Bob Long was present as a guest.

Approval of Minutes

- **March 9, 2017:** Mike Bonanno moved to approve, Mike Roberts seconded and the motion passed.

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

Election of Officers: Robert Roudebush nominated himself for chairman. Mike Roberts seconded and the vote was unanimous in favor. Don Dubrule nominated Mike Bonanno as vice chair and Robert Roudebush seconded. The vote was unanimous in favor.

New Board chair Robert Roudebush led a discussion about what each member saw as goals or action he would favor in the coming year. Responses included: Mike Bonanno – zoning ordinance updating where needed; Mike Roberts – proceed with and complete process of hiring a zoning officer; Mark Johanson – agreed with two previous points plus ironing out new zoning officer duties; Don Dubrule – discussion of new zoning officer impact and discussion of Planning Board duties once the new zoning officer is on board and functioning; David Martella – improve response time of the zoning officer and Planning Board once situations are identified; Robert Roudebush – seek uniformity in application of zoning ordinance enforcement and zoning permit applications to benefit both applicants and the District office as Kristi Garofalo is the first to deal with new applicants and often sees and advises them the most. He said that while guidelines for application and enforcement standards are clear, members of the Planning Board may show flexibility in application. He said that if the Planning Board should err, it should err on the side of encouragement, not discouragement.

Zoning Permit Extension Requests:

Requests for a permit extension were received by the office for the Hetherton (New Home Construction) permit and the Krull (Addition) permit. After discussion, both requests were approved. The Board noted the extensions should be for 12-months and the notification letters should specify that time period. ***Kristi Garofalo will draft and send the letters.***

Zoning Permit Applications: NONE

Review of Zoning Permits Report: NOTE: No tracking report was received this month

- **Long – New Home** – No change
- **Krull – Addition** – Permit extension approved/signed (see above)
- **Roberts – Addition** – No change
- **Tow/Micicche – Deck** – No change
- **Hetherton – New Home** – Permit extension approved/signed (see above)

Review of Incident Reports: NOTE: No tracking report was received this month

- **Ciotti – Swiftwater Circle – Property in Disrepair:** Robert Roudebush reported that after the MLD Notice of Violation was sent, the property owner contacted a local contractor who informed the office work on the property would begin as soon as a contract was signed and deposit paid. Board members agreed to continue to monitor the property.
- **Weeks – Pawtuckaway Drive – Yard Debris:** Board members agreed the property can now be removed from the tracking report for yard debris, but should be placed on the list again since the new shed has not been finished and painted. The Board agreed a Notice of Violation should be sent quoting the MLD zoning ordinance Section 406.2. ***Kristi Garofalo will draft the NOV and send after it is signed.***

Old Business:

- **Maintenance/Rebuild Requirements – Accessory Definition:** The Board agreed to remove this subject from consideration.
- **Zoning Officer Position:** The Board discussed recommendations from Primex (the District's liability insurance carrier) and District legal counsel that the zoning officer position be considered as a part-time employee, rather than an independent contractor. After discussion, the Board agreed with the recommendations and noted the job description and advertising should be changed to reflect employee status for this position with ads continuing for at least three or four more weeks. ***Kristi Garofalo will make arrangements for changes to the ads.*** The Board agreed the hourly wage should be set at \$20 per hour for 10 to 15 hours per month with no additional money to be paid for completion of zoning permit paperwork as previously discussed, but payment for mileage could be considered. Time cards should be used to track zoning officer hours and if there are no active permits to track, the zoning officer must still patrol the District for observation and attend Board meetings as well as any other meetings that may be required. Other components of the position include review and completion of permit packages before they come to the Board, OIR generation as needed, and follow up on all OIRs. The Board also agreed the successful applicant should be self-motivated and that one or more Board members should be present at all zoning officer interviews.

New Business:

- **Observation Incident Report (OIR):** Another OIR was received regarding the presence of chickens being kept in the Brookfield/Windsor Lane area. After discussion, the Board agreed to send a Notice of Violation to the property owners citing zoning ordinance Section 406.10. ***Kristi Garofalo will draft the NOV and send after it is signed.***

Comments of the Public: NONE

Comments of Planning Board Members:

- Don Dubrule mentioned he has been in communication with Tara Bamford of North Country Council and Margaret Byrnes of NHMA regarding current Planning Board duties for future Board discussions.
- Mark Johanson asked if Board meeting times could be changed. After discussion, it was decided that regular Planning Board meetings will be held at 6:00 pm at the District Office on the third Thursday of each month starting with the May meeting which is now scheduled for May 18.

The meeting adjourned at 7:30 pm.

The next Planning Board meeting will be Thursday, May 18 at 6:00 pm.

Respectfully submitted,
Kristi Garofalo