

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
May 18, 2017  
\*UNAPPROVED\***

**Call to Order:** Chairman Robert Roudebush called the meeting to order at 6:00 pm.

**Roll Call:** Robert Roudebush, Mark Johanson, Don Dubrulle, Mike Roberts and alternate member David Martella were present. Commissioner Bob Long and Joe Fiore of Fiore Builders were present as guests.

**Approval of Minutes**

- **April 13, 2017:** Mike Roberts moved to approve, Don Dubrulle seconded and the motion passed.

**Approval of Agenda:** Mike Roberts moved to approve; Mike Johanson seconded and the motion passed.

**Zoning Permit Amendment Request – Hetherton – Swiftwater Drive** – Joe Fiore presented a two-part request for amendment to the Hetherton zoning permit. The first issue was the front setback – the distance was mistakenly taken from the road side rather than the front lot line, plus the homeowner added a small entryway covered porch. Joe Fiore said the surveyor was coming on May 19 to help locate the third survey pin on the front lot line, but the house was mistakenly built within the setback by 14-16 feet in a couple of areas. After discussion, Robert Roudebush moved to deny the permit amendment because of the setback violation; Mark Johanson seconded and the motion passed. Joe Fiore will file a variance request with the MLD ZBA; ***Kristi Garofalo will notify him of the meeting details once a date has been set.*** Joe Fiore presented drawings showing the second amendment request. The original plans showed a covered porch on the back of the house. During construction, the homeowner decided to add heating and air conditioning. The porch was built on 3-foot diameter piers with rebar reinforcement, but is not on a solid continuous foundation as required by the zoning ordinance for full season use. The Board agreed the modified porch is a room and requires the solid foundation. Joe Fiore asked if he could pour a solid foundation between the piers and tie it in to the piers. After discussion, Robert Roudebush moved to approve the amendment on the condition the solid frost wall foundation be poured and tied into the piers; Don Dubrulle seconded and the motion passed. Joe Fiore also noted the septic tank and underground propane tank locations were within the setbacks; the Board agreed the zoning ordinance did not apply in those cases.

**Zoning Permit Applications: NONE**

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

- **Long – New Home** – No change. The Board agreed the previous permit extension should have been for 12 months instead of six and changed the expiration date to 11/2017 accordingly.
- **Krull – Addition** – No change.
- **Roberts – Addition** – No change. The Board agreed the previous permit extension should have been for 12 months instead of six and changed the expiration date to 11/2017 accordingly.
- **Tow/Micicche – Deck** – No change. Don Dubrulle said he checked to see if the property is for sale, but didn't find data supporting that claim. The Board agreed to send a second courtesy letter to the homeowner about the need to apply for an extension and complete the finish work on the deck. ***Kristi Garofalo will draft a letter for Robert Roudebush's approval.***
- **Hetherton – New Home** – See above permit amendment discussion.

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

- **Ciotti – Swiftwater Circle – Property in Disrepair:** Robert Roudebush reported a Notice of Violation was sent 4/19/17. The owner had a contractor do some clean-up work so the property looks better. Bob Long said he spoke to the contractor who reported the owner wants to do enough to satisfy the Board, but no more. After discussion, the Board agreed to remove the property from the tracking report.
- **Weeks – Pawtuckaway Drive – Yard Debris:** Robert Roudebush reported a Notice of Violation was sent 4/19/17. On 4/27/17 the homeowner notified the office materials for the exterior would be delivered 5/2/17 and completion work will begin. The Board agreed to monitor the property for completion of finish work.
- **Sorrentino – Windsor Lane – Livestock:** Robert Roudebush reported a Notice of Violation for presence of livestock (chickens) was sent 4/19/17; hand delivery and certified letter were both refused. After discussion, Robert Roudebush moved to direct the District’s legal counsel to send a Second Notice or “Lawyer’s letter” to the homeowner. Mike Roberts seconded and the motion passed. ***Robert Roudebush and Mike Roberts will put together the necessary packet of information for legal counsel.***

**Old Business:**

- **Zoning Officer Search:** Robert Roudebush reported one applicant had more than enough training and experience, but lived two hours away and his rates were more than the MLD budget so his application was politely declined. Another application was received and is under review, and two more people have shown interest in the position. ***Robert Roudebush will contact one and Bob Long will contact the other.*** After discussion, the Board agreed to run the zoning officer ad for one more issue in one newspaper only. **Observation Incident Reports:** Robert Roudebush said he handled OIR investigation/resolution in recent months to become familiar with the process and now invites other Board members to help out until a new zoning officer is hired. He asked anyone who didn’t want to do OIRs to let him know. The Board discussed how to investigate OIRs and decided on the following: A) site visits should be made in pairs and with proper District identification - ***Kristi Garofalo will create ID cards.*** B) the steps of OIR investigation should be as follows: 1) investigative visit 2) letter from zoning officer through office 3) re-visit twenty days after letter sent 4) if unresolved, the OIR goes to Planning Board for further action. The Board also agreed to work together to help permit applicants with paperwork, site visits and anything else needed until a new zoning officer was hired.

Robert Roudebush gave updates on two recent OIRs: The first questioned if people were living in an RV on an MLD property, noting a lot of traffic in and out of the RV. Investigation showed the RV was for sale and the traffic was interested buyers; the RV has been sold and the OIR filed as resolved. The second OIR reported yard debris around a dumpster on an MLD property. Investigation led to discussion with the homeowner; the dumpster was removed, the area cleaned up, and the OIR filed as resolved.

**Comments of the Public: NONE**

**Comments of Planning Board Members:**

- The Board discussed information from the North Country Council newsletter announcing a training workshop for Planning Board members to be held June 10 in Littleton. It was agreed that if members were interested, they would register independently.

Mike Roberts moved to adjourn; Mark Johanson seconded. The meeting adjourned at 7:32 pm.

The next Planning Board meeting will be Thursday, June 15 at 6:00 pm.

Respectfully submitted,  
Kristi Garofalo