

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
November 16, 2017
*UNAPPROVED***

Call to Order: Vice Chairman Mike Bonanno called the meeting to order at 6:00 pm.

Roll Call: Mike Bonanno, Don Dubrulle and Mike Roberts were present and Mike Bonanno declared a quorum. Also present were Zoning Officer “Fin” Finnegan and guests Arthur and Connie Smith. Board members Robert Roudebush and Mark Johanson were absent and excused.

Approval of Minutes

- **October 19, 2017 and October 24, 2017:** Mike Bonanno said the minutes could not be approved because a quorum of members who were at those previous meetings was not present. Approval of both sets of minutes will be added to the agenda for the December meeting.

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

Zoning Permit Applications:

- **Smith – New Home:** The Board did a preliminary review of the Smith application documentation at their last meeting so they had few questions. Mike Roberts asked for the proposed square footage of the home. Arthur Smith gave the ground floor square footage as 1,040 and 1,400 with the second floor. The Board members agreed the proposed home’s square footage was in compliance. Arthur Smith asked the Board about getting a house number for the proposed structure and was told to talk to the Haverhill Town Manager for a 911 address. Zoning Officer Finnegan asked about the construction timeline. Arthur Smith told him the project could begin the following day if approved and the home should be complete by early summer 2018. Mike Roberts moved to approve the permit, Don Dubrulle seconded and the motion passed.

Review of Zoning Permits Report:

- **Long – New Home – ZO Report:** back side not yet enclosed; homeowner plans on enclosing it this week, weather permitting.
- **Krull – Addition – ZO Report:** Exterior work in progress.
- **Correnti – Entry Overhang – ZO Report:** Extension work completed, pending stain/paint
- **Gilbertson – Deck – ZO Report:** Work completed, pending confirmation of stain/paint. No answer at door.
- **Martella – Shed – ZO Report:** Measurement verified, structure slightly larger than original design. Well within lot line requirement. Recommend removal from tracking. The Board discussed the need for accurate records and agreed ***Kristi Garofalo will send a note to the homeowner asking for an updated plan for the file with the as-built dimensions for the shed.***
- **Sjolander – Porch Enclosure – ZO Report:** Old deck has been removed, no new footings poured yet.

The Board also discussed a home undergoing extensive exterior renovations on Lakeside Drive. Zoning Officer Finnegan said he talked to the owners and they have no plans to add on to the home, but they’ve found the home needs extensive repairs and maintenance. Zoning Officer Finnegan reported the owners

have completely stripped one exterior side to the framing and to his knowledge have not applied for a zoning permit, although one of the owners told him they planned to do so soon. After discussion, the Board agreed to direct **Zoning Officer Finnegan to ask for a permit application** and to add this issue to the Incident Tracking Report.

Review of Incident Reports:

- **Weeks – Pawtuckaway Drive – Shed Finish:** ZO Report: No answer at door.
- **Fournier – King Drive – Enclosing Space under Porch:** ZO Report: 80% confident identified correct property, homeowner was not present.
- **Doody – French Pond Road – Shed Building:** ZO Report: Unable to identify property with new shed, will continue to investigate. 11/14/17 Office Report: Owner name and map/lot number determined – tax card and other info sent to zoning officer. The Board agreed **Zoning Officer Finnegan will make a site visit.**

Old Business:

- **Master Plan Update:** Finished booklets are done and are available at the District Office.
- **Zoning Ordinance Revision:** Don Dubrule suggested some work can be done on the zoning ordinance without waiting until March for the funding for professional help. He suggested looking for simpler projects like completely new sections of the zoning ordinance which could be worked on rather quickly with the help of the District's legal counsel. **The Board agreed to look through the zoning ordinance and make a list of suggested changes for discussion the next meeting.**

New Business: NONE

Comments of the Zoning Officer: See above notes under "Review of Zoning Permits" about home on Lakeside Drive.

Comments of Planning Board Members: NONE

Comments of the Public: NONE

Next Meeting Date and Time: The next meeting will be Thursday, December 21 at 6:00 pm.

Adjournment: Mike Roberts moved to adjourn; Don Dubrule seconded. The meeting adjourned at 6:32 pm.

Respectfully submitted,
Kristi Garofalo