

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
December 21, 2017  
\*UNAPPROVED\***

**Call to Order:** Chairman Robert Roudebush called the meeting to order at 5:58 pm.

**Roll Call:** Robert Roudebush, Mike Bonanno, Mike Roberts, Mark Johanson and Don Dubrule were present and Robert Roudebush declared a quorum. Also present was Zoning Officer "Fin" Finnegan.

**Approval of Minutes**

- **October 19, 2017:** Robert Roudebush moved to amend the minutes so "Next Meeting Date" would read "November 16" instead of October 19. Mike Bonanno seconded and the motion passed. Mike Bonanno moved to approve the amended minutes, Mark Johanson seconded and the motion passed.
- **October 24, 2017 and November 16, 2017:** Mike Roberts moved to approve both sets of minutes together; Mark Johanson seconded and the motion passed

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

**Zoning Permit Applications: NONE**

**Review of Zoning Permits Report:**

- **Long – New Home** – ZO Report: Back side is enclosed, house shell fully enclosed. **ZO Finnegan will check final setbacks.**
- **Krull – Addition** – ZO Report: Exterior work in progress.
- **Correnti – Entry Overhang** – ZO Report: Extension work completed, pending stain/paint when weather permits. Monitor until spring.
- **Gilbertson – Deck** – ZO Report: Work completed, pending confirmation of stain/paint when weather permits. Monitor until spring.
- **Martella – Shed** – Office Report: An email was sent to homeowner on 11/21/17 requesting an as-built drawing per Board request and the drawing was received 11/27/17. Mike Roberts moved to accept the drawing to complete the file documentation and remove the permit from the tracking report; Mark Johanson seconded and the motion passed.
- **Sjolander – Porch Enclosure** – ZO Report: Frame of structure is up and enclosed, majority of the framing/enclosing of the structure is complete, but not screened or painted. Monitor until spring.
- **Smith – New Home** – ZO Report: Excavation work in progress.

**Review of Incident Reports:**

- **Weeks – Pawtuckaway Drive – Shed Finish:** ZO Report: No answer at door. The Board agreed to monitor, but make no further attempts to contact until spring.
- **Fournier – King Drive – Enclosing Space under Porch:** ZO Report: Maintenance/modification to deck is not creating an area with power/heat, therefore not violating the need for a permit/continuous foundation. Homeowner was not present; the above based off of observations. The Board agreed to remove this incident from the tracking report.
- **Doody – French Pond Road – Shed Building:** ZO Report: Homeowner not present, will continue to try to contact in person. The Board agreed **Zoning Officer Finnegan will continue to monitor.**

- **FHL Property Management – Lakeside Drive – Exterior Renovation** – ZO Report: Contacted homeowner regarding the need for a permit; owner said they would submit paperwork to the Office.

The Board discussed a car with a “For Sale” sign parked on Madison Drive that was brought to the attention of Robert Roudebush and ZO Finnegan. The Board discussed concerns the homeowner (who works at a used car business outside the District) could be considered to be operating a business within the District. The car was removed, but the Board agreed if any other vehicle for sale appears, they will take the proper steps. They also asked **ZO Finnegan to speak to the homeowner about the Board’s concerns.**

**Old Business:**

- **Zoning Ordinance Revision:** Don Dubrule listed the following areas within the zoning ordinance that he suggests need to be reviewed and/or clarified: Section 307.2A and Section 401 (Are these sections even needed? Can they be changed to be clearer?), Section 307.2B and Section 307.3 (Where to put structures – needs to be clarified), and Section 307.2C (Measure of Front Yard – not every lot is on a street – needs to be clarified). The Board agreed to review these sections for the next meeting and also to review the zoning ordinance for other areas that may need changes.

**New Business:**

- **Budget Update:** Robert Roudebush reported the Budget Committee will discuss the zoning officer payroll line at their next meeting. He requested the Planning expense line remain at level funding (\$300) for 2018 and the Budget Committee agreed. For expenses related to outside professional help to revise the zoning ordinance, a warrant article is recommended to change the purpose of the Master Plan Update Capital Reserve Account to “Planning Documents Update” CRF. A deposit to the re-purposed CRF would be used along with funds leftover from the recently completed Master Plan project for costs associated with Tara Bamford’s assistance (quoted as \$2,500-\$3,000). Robert Roudebush also spoke to the District’s legal counsel regarding estimated charges to review zoning ordinance revisions and will ask for \$1,000 for the Planning Board Legal Expenses CRF to cover them.

**Comments of the Zoning Officer:** ZO Finnegan wished everyone a happy holiday season.

**Comments of Planning Board Members:**

- Robert Roudebush thanked the Board members for all their efforts and contributions to Board business in the last year. He also said he will not run for Chair in 2018 and asked Board members to begin thinking about who they would like to lead the Board next year.
- Robert Roudebush passed around a sympathy card for the family of former Zoning Officer Stan Borkowski who passed away in November.

**Comments of the Public: NONE**

**Next Meeting Date and Time:** The next meeting will be Thursday, January 18 at 6:00 pm.

**Adjournment:** Mike Bonanno moved to adjourn; Mark Johanson seconded. The meeting adjourned at 6:50 pm.

Respectfully submitted,  
Kristi Garofalo