

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
April 19, 2018  
\*UNAPPROVED\***

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

**Roll Call:** Robert Roudebush, Mike Roberts, Mike Bonanno, Don Dubrulle and Mark Johanson were present and Robert Roudebush declared a quorum. Board alternate David Martella and Zoning Officer "Finn" Finnegan were also present.

**Approval of Minutes**

- **March 15, 2018:** Mike Roberts moved to approve; Mark Johanson seconded and motion passed.

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

**Zoning Permit Applications: NONE**

**Review of Zoning Permits Report:**

- **Long – New Home** – ZO Report: House fully enclosed; pending setback measurements.
- **Krull – Addition** – ZO Report: Some exterior progress made, perhaps completed; pending face to face talk with homeowner was unable to observe rear side of structure..
- **Correnti – Entry Overhang** – ZO Report: No exterior progress; will continue to monitor.
- **Gilbertson – Deck** – ZO Report: No exterior progress; will continue to monitor.
- **Sjolander – Porch Enclosure** – ZO Report: No exterior progress; will continue to monitor.
- **Smith – New Home** – ZO Report: No excavation progress; will continue to monitor.

**Review of Incident Reports:**

- **Weeks – Pawtuckaway Drive – Shed Finish:** ZO Report: No change to structure exterior; will continue to monitor.
- **1960 French Pond Road – Shed:** Finn Finnegan reported receipt of an email from Don Drew, District Project Manager, in which he explained the homeowner had replaced a rotted out shed by putting a new shed in the same location as the old one. After discussion, the Board agreed the shed was the same size and in the same location as the old, and was "grandfathered in" if there were any issues. The Board agreed to remove the incident from the tracking report.

**Old Business:**

- **Zoning Ordinance Revision:** The Board combined this topic with the discussion of the Service Agreement for consultant Tara Bamford (see below).

**New Business:**

- **Consultant Agreement:** The Board reviewed the Services Agreement provided by Tara Bamford and made the following revisions:
  - **First line:** eliminate "Planning Board" so Client is identified as Mountain Lakes District.

- **I. Scope of Services, second line:** change “Town Meeting” to “District Meeting”.
- **I. Scope of Services, #2:** add the phrase “at regular meetings and/or special meetings”
- **I. Scope of Services, #4:** add the phrase “at regular meetings and/or special meetings”
- **I. Scope of Services, #6:** add the phrase “and ZBA by invitation”
- **I. Scope of Services, #7:** add the phrase “After review by District legal counsel”
- **I. Scope of Services, #8:** change this step to be: “Repeat Steps 5. And 6. as needed.”
- **I. Scope of Services, #9 thru 13:** change numbering to reflect new Step 8. as noted above.
- **VI. Insurance:** add the phrase “and provide the District Office with a certificate of insurance upon the signing of this agreement.”

Mark Johanson moved to approve the Agreement with the changes; Mike Bonanno seconded and the motion passed. ***Kristi Garofalo will make changes to the draft and send it to Tara Bamford for review along with copies to each Board member.***

Robert Roudebush asked the Board members to do their homework in preparation for the first meeting with Tara Bamford; specifically, bringing suggestions about where to go with the project and zoning ordinance amendments. The Board members agreed to review the zoning ordinance and bring suggestions to the next meeting.

**Comments of the Zoning Officer:** Finn Finnegan said as spring weather approached, he will be watching for trash/debris accumulations.

**Comments of Planning Board Members:**

- **Board Elections:** Mike Bonanno nominated himself as chair. There being no other nominations, Robert Roudebush declared Mike Bonanno to be the new chair. Mark Johanson nominated Robert Roudebush as vice-chair; Robert Roudebush declined. Mike Bonanno nominated Mark Johanson as vice-chair and Robert Roudebush seconded. Mark Johanson accepted the nomination after noting he has a busy travel schedule coming up and said if the Board was okay with that, he would do his best to serve. The Board voted unanimously to elect Mark Johanson as vice-chair.
- **June Meeting:** Mike Roberts asked if the June Board meeting could be changed to Wednesday, June 20 as he has a conflict on the original date of June 21. After discussion, the Board agreed to the change; ***Kristi Garofalo will make the changes to the District calendar.***
- **Appreciation:** Robert Roudebush expressed his appreciation to the Board members for all the work they do and the effort they put into what is most often an unknown and thankless task. Mike Bonanno thanked Robert Roudebush for all the time and effort he put into Board business, especially during his term as chair.

**Comments of the Public: NONE**

**Next Meeting Date and Time:** The next meeting will be Thursday, May 17 at 6:00 pm.

**Adjournment:** Mike Bonanno moved to adjourn; Robert Roudebush seconded. The meeting adjourned at 6:45 pm.

Respectfully submitted,  
Kristi Garofalo