

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
May 17, 2018
*UNAPPROVED***

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

Roll Call: Mike Bonanno, Mike Roberts, Don Dubrule and Mark Johanson were present and Mike Bonanno declared a quorum. Board alternate David Martella, Zoning Officer “Finn” Finnegan, and resident Michael Norcross were also present.

Approval of Minutes

- **April 9, 2018:** Don Dubrule moved to approve; Mike Roberts seconded and motion passed.
- **April 30, 2018:** Mark Johanson moved to approve; Don Dubrule seconded and the motion passed.

Approval of Agenda: Don Dubrule moved to approve; Mark Johanson seconded and motion passed.

Zoning Permit Applications:

- **Norcross – Deck – As Built** – Michael Norcross explained to the Board that he added a 10 x 12 deck on his home’s second level, but was not aware he needed a permit until he was selling the home. The Board reviewed the application packet and noted the received date was not in compliance with the new RSA (completed files must be received at least 21-days before the meeting of consideration) and ZO Finnegan has not investigated the deck project. After discussion, Don Dubrule moved to approve the permit with the following conditions: ZO Finnegan to approve the deck & setbacks, and the 21-day period to be fulfilled. Mark Johanson seconded and the motion passed. ***ZO Finnegan and Chair Mike Bonanno will sign the permit when conditions are met; Kristi Garofalo will provide a copy to the homeowner by email and fax a copy to the Town of Haverhill.***
- **Fullbrook – Dock – New** – ZO Finnegan reported the side setbacks are good. The Board noted the waterbody name on the DES permit should be Lower Mountain Lake instead of Upper Mountain Lake. ***ZO Finnegan will contact DES about the name change.*** Don Dubrule moved to approve the permit; Mark Johanson seconded and the motion passed. It will be sent on to the Zoning Board of Adjustment for consideration.
- **Bower – Dock – Replacement** – Mike Roberts reported the new deck is the same size and in the same location as the old one, and the new one is aluminum instead of wood. The Board noted the old dock was grandfathered so replacement should be grandfathered as well, but they weren’t sure if a DES permit was needed for the replacement. ***ZO Finnegan will contact DES;*** the Board agreed if a new permit is not needed, the dock would not need a new exception from the ZBA.

Review of Zoning Permits Report:

- **Long – New Home** – ZO Report: Setbacks verified, in accordance with approved variance. ZO Finnegan said he would like to check a question about septic location with Don Drew before signing the Zoning Compliance Checklist. The Board agreed to remove this permit from the tracking report once ZO Finnegan has signed the ZCC.
- **Krull – Addition** – ZO Report: No answer at door, would like to confirm completion of project with homeowner. The Board agreed ***ZO Finnegan will continue attempts to contact homeowner.***
- **Correnti – Entry Overhang** – ZO Report: No exterior progress; will continue to monitor.

- **Gilbertson – Deck** – ZO Report: Appears completed (but unstained), would prefer face-to-face meeting with homeowner. The Board agreed ***ZO Finnegan will continue attempts to contact homeowner.***
- **Sjolander – Porch Enclosure** – ZO Report: Exterior painting in progress; will continue to monitor.
- **Smith – New Home** – ZO Report: Crushed sand and stone on property, does not appear to be any further excavation progress.
- **Meddaugh – Entry Overhang** – ZO Report: Project not yet started.

Review of Incident Reports:

- **Weeks – Pawtuckaway Drive – Shed Finish:** ZO Report: No change to structure exterior; will continue to monitor. The Board agreed that now that the weather has changed, ***ZO Finnegan will contact homeowner about project status.***

Old Business:

- **Zoning Ordinance Revision:** The Board welcomed Tara Bamford, Community Planning Consultant, and she signed her service agreement with the District. She then led the Board members through a Discussion Guide on the Master Plan recommendations for changes to the zoning ordinance. In the discussion, it was decided that:
 - ***Tara Bamford will check with NHMA regarding whether an owner-occupied requirement (if the District chooses to require it) for accessory dwelling units could be waived for specified amounts of times with Board approval.***
 - ***Mike Roberts will approach the Commissioners about moving responsibility for the day-to-day administration of the zoning ordinance from the Planning Board to the District Commissioners or their designee (zoning officer?) and focus Planning Board efforts on the Master Plan, zoning amendments, and approval of conditional use permits.***
 - ***Tara Bamford will check into whether the septic pumping requirement could be enforced by a health officer (either from MLD or the Haverhill health officer) rather than having it as part of the zoning ordinance.***

After the discussion, Tara Bamford said she will put together a draft of the zoning ordinance with changes per the Board's discussion and have it for the Board to consider at the next meeting.

New Business: NONE

Comments of the Zoning Officer: NONE

Comments of Planning Board Members: NONE

Comments of the Public: NONE

Next Meeting Date and Time: **Note Change: Next meeting is **WEDNESDAY**, June 20 at 6:00 pm.**

Adjournment: Mike Roberts moved to adjourn; Don Dubrule seconded. The meeting adjourned at 8:20 pm.

Respectfully submitted,
Kristi Garofalo