

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
June 20, 2018
*UNAPPROVED***

Call to Order: Vice Chair Mark Johanson called the meeting to order at 6:03 pm.

Roll Call: Mark Johanson, Mike Roberts, and Don Dubrule were present and Mark Johanson declared a quorum. Board alternate David Martella, Zoning Officer “Finn” Finnegan, and Community Planning Consultant Tara Bamford were also present.

Approval of Minutes

- **May 17, 2018:** Mike Roberts moved to approve; Don Dubrule seconded and motion passed.

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

Zoning Permit Applications:

- **Bower – Dock – Replacement** – ZO Finnegan contacted DES regarding whether a DES “Notification” was needed for replacement of an existing dock and was told it was not needed if there is no change from the original dock. Mike Roberts said the new dock is the same size and in the same location as the old one, but the new one is aluminum instead of wood. ***ZO Finnegan will work with homeowner on the Notification showing the different material.*** The Board agreed to table the permit application and ***Kristi Garofalo will notify the ZBA to meet to consider the dock exception once the DES Notification has been provided.***
- **Bower – Shed** – The Board reviewed documentation submitted by the homeowner and agreed more information was needed, including the Construction Questionnaire and Zoning Compliance Checklist. The application was tabled until the materials could be provided for review. ***ZO Finnegan will work with homeowner on completing permit documentation and will also make a site visit.***

Review of Zoning Permits Report:

- **Krull – Addition** – ZO Report: No answer at door, will call to establish an in-person meeting. The Board agreed ***ZO Finnegan will continue attempts to contact homeowner and if they are uncooperative, a Board representative will accompany ZO Finnegan on the next visit.***
- **Correnti – Entry Overhang** – ZO Report: No exterior progress with painting/staining. ***ZO Finnegan will contact homeowner to inquire about the timeline for project completion.***
- **Gilbertson – Deck** – ZO Report: Appears completed (but unstained). The Board agreed ***ZO Finnegan will contact homeowner to inquire about the timeline for project completion.***
- **Sjolander – Porch Enclosure** – ZO Report: Exterior painting in progress; will continue to monitor.
- **Smith – New Home** – ZO Report: Sand on property, no cement poured, no excavation progress seen.
- **Meddaugh – Entry Overhang** – ZO Report: Project not yet started; ***ZO Finnegan will contact homeowner to ensure he is aware permit was approved.***
- **Norcross – Deck** – ZO Finnegan signed the ZCC and the Board agreed to remove the permit from the tracking report.
- **Fullbrook – Dock** – ZBA met and approved dock exception; DES to update water body name. ***ZO Finnegan will check on project and sign ZCC if complete.***
- **Bower – Dock/Shed** – See above notes.

Review of Incident Reports:

- **Weeks – Pawtuckaway Drive – Shed Finish:** ZO Report: No change to structure exterior; the Board agreed to send a letter to the homeowner giving them thirty days to side and finish the project. ***Kristi Garofalo will draft a letter and send to Mike Bonanno, Mark Johanson, and ZO Finnegan for input and approval.***

The Board discussed a report of a deck being built at the Mantia home on Vernon Drive. Kristi Garofalo said a permit application has not been filed with the office, but the contractor told her the homeowner is aware of the need for a permit application. ***The Board agreed ZO Finnegan will contact the homeowner and the contractor to tell them to stop work on the project until a permit is approved.***

Old Business:

- **Zoning Ordinance Revision:** Tara Bamford led the Board members through a discussion of questions on potential changes to the zoning ordinance. The discussion included the following points:
 - **ROLES AND RESPONSIBILITIES:** The Board discussed who should handle the enforcement of the zoning ordinance - commissioners or their designee, i.e. zoning officer. Tara Bamford said the commissioners should annually state for the official record that delegation of enforcement duties/powers is happening and what duties/responsibilities are delegated to the Board or ZO. She said roles and responsibilities be clearly defined in case any issue goes to court.
 - **HAVERTHILL WETLANDS ORDINANCE:** Tara Bamford recommended this ordinance should be included in the MLD zoning ordinance so the District can enforce its provisions. ***Tara Bamford will work on the language.***
 - **LIGHTING:** The Board agreed any lighting restrictions would affect all lighting, not just commercial.
 - **EROSION:** The Board agreed a special erosion control/stormwater plan should be required when building on properties with more than 15% slope within 50 feet of water bodies.
 - **VEGETATED BUFFER:** The Board agreed to use the Shoreline Protection Act as the primary guideline and to include part of it in the MLD zoning ordinance for enforcement purposes. ***Tara Bamford will put possible wording into next draft.***
 - **TEMPORARY SIGNS:** The Board discussed allowing temporary signs for garage sales and other uses and considered allowing them to be posted for one week per calendar quarter. They also discussed requiring a sign permit for a fee and then agreed more discussion is needed.
 - **ZONING MAP:** ***Tara Bamford will check to see if a zoning map is required since all District land use is one type.***

After discussion, Tara Bamford said ***she will update the draft of the zoning ordinance with changes per the Board's discussion*** 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: Thursday, July 19 at 6:00 pm.

Adjournment: Don Dubrule moved to adjourn; Mike Roberts seconded. The meeting adjourned at 7:56 pm.

Respectfully submitted,
Kristi Garofalo