

MOUNTAIN LAKES DISTRICT
2ND PUBLIC HEARING on ZONING ORDINANCE REVISION and
PLANNING BOARD REGULAR MEETING
December 20, 2018
UNAPPROVED

Call to Order: Chair Mark Johanson called the meeting to order at 6:01 pm.

Roll Call: Mark Johanson, Robert Roudebush, Mike Roberts, and Don Dubrule were present, and Mark Johanson declared a quorum. Walter Hunt was absent and excused. Zoning Officer “Finn” Finnegan and Community Planning Consultant Tara Bamford were also present.

Public Present: Mary Houde, Linda Johanson, Chris Roberts and Bill Briggeman.

Public Hearing: Mark Johanson opened the public hearing at 6:03 pm. He gave a brief presentation to highlight five changes made to the proposed zoning ordinance as a result of the Nov. 15 public hearing. The members of the public present had few comments and no changes were suggested. Mark Johanson also presented information on three additional changes to be made and noted there will probably be a third public hearing on January 17, 2019 to receive comments on those changes if the Board agrees.

Robert Roudebush moved to close the public hearing; Mike Roberts seconded, and the motion passed. Mark Johanson closed the public comments portion of the meeting at 6:20 pm and thanked attendees for their interest and participation.

Approval of Minutes

- **November 15, 2018:** Robert Roudebush moved to approve; Mike Roberts seconded, and motion passed.
- **December 11, 2018 Special Meeting:** Robert Roudebush moved to amend the minutes so that under the heading “Amendment #8, Section 307.2.C”, the text would read: (change shown in bold and underlined): “The front setback requirement shall be measured from the center line of the existing traveled way of the street. **and there will be at least 80’ of frontage, 50’ of frontage on a cul-de-sac. The new minimum required frontline requirement proposed for Section 303 will move from Amendment 1 to Amendment 8.**” Mike Roberts seconded, and the motion passed. Robert Roudebush moved to approve the minutes as amended; Mike Roberts seconded, and the motion passed.

Approval of Agenda: Robert Roudebush moved to amend the agenda to add discussion about a third public hearing on Jan.17 and add time for public comments. Mike Roberts seconded, and the motion passed. Mike Roberts moved to approve the agenda with the changes, Robert Roudebush seconded, and the motion passed.

Third Public Hearing: The Board briefly discussed the need for a third public hearing to receive comments on three changes and agreed the changes are substantive and need proper legal notice for public comment. Robert Roudebush moved to hold the third public hearing on January 17 at 6:00 pm; Don Dubrule seconded, and the motion passed. ***Tara Bamford will send the newspaper notice wording to Kristi Garofalo for the ad to be published on January 3, 2019.***

Zoning Permit Applications:

- **Bower – Dock (Replacement):** Remained tabled

Review of Zoning Permits Report:

- **Krull – Addition:** The homeowner allowed ZO Finnegan to verify setbacks. ***ZO Finnegan will review file, then sign off on ZCC.***
- **Correnti – Entry Overhang:** Continue to monitor.
- **Meddaugh – Entryway:** ZO Report: Homeowner plans on staining in spring; permit extension will be required. The Board agreed ***Kristi Garofalo will send permit extension request letter with SASE to homeowner.***

- **Gilbertson – Deck:** The Board considered a permit extension request from the homeowner. Robert Roudebush moved to grant the extension with a new expiration date of September 2019. Mike Roberts seconded, and the motion passed. ***Kristi Garofalo will update future tracking reports.***
- **Smith – New Home:** ZO Report: Roof is complete, pending siding, no one present at work site. The Board considered a permit extension request from the homeowner. Don Dubrule moved to grant the extension with a new expiration date of November 2019. Robert Roudebush seconded, and the motion passed. ***Kristi Garofalo will update future tracking reports.***
- **Bower – Shed:** ZO Report: shed framed out, work in progress. Continue to monitor.
- **Hunt – Shed:** ZO Report: Moisture barrier up, pending siding. Continue to monitor.
- **Johanson – Garage:** (Mark Johanson recused himself). ZO Report: Rough framing done, roof plywood and water barrier in place. Continue to monitor. (Mark Johanson returned to the Board).
- **Hetherton – Garage: ZO Report:** Minor additional work to foundation completed. Continue to monitor.

Review of Incident Report:

- **Weeks – Shed:** Mike Roberts said he signed the Notice of Violation but was unsure if/when it was sent to the homeowner. Kristi Garofalo told the Board the NOV was mailed 10/31/18; ***she will update the tracking report with that information.*** After discussion, Mark Johanson made a motion that ***ZO Finnegan will gather documentation to be provided to District legal counsel so that a “lawyer letter” may be sent*** and that the Board would review the information at their Jan. 17 meeting. Robert Roudebush seconded, and the motion passed.
- **Foldeak/Schmead – Yard Debris: ZO Report:** Homeowners are planning a metal scrap run soon; will be organizing and cleaning yard/driveway. Continue to monitor.
- **Jock – Yard/Debris/Trash: ZO Report:** Several attempts to contact homeowner were unsuccessful. After discussion, the Board agreed a letter from the ZO regarding trash (Section 406.7) should be sent. ***Kristi Garofalo will draft the letter for ZO Finnegan to sign, then mail letter and ZO Finnegan will post a copy on the property.***

Old Business: NONE

New Business:

- **Correspondence from Tom Eighmy:** Don Dubrule brought up a recent email from alternate Board member Tom Eighmy in which he strongly encouraged new District-wide survey maps be produced/purchased. Mark Johanson will check with the Town of Haverhill, Grafton County and Tara Bamford to find out more about existing maps. The Board agreed to put the cost and creation of District-wide survey maps on the agenda for their next meeting.
- **Planning Board Budget Requests:** Kristi Garofalo noted recent Board expenditures substantially reduced the Capital Reserve Funds for Planning Board Legal Expenses and Planning Documents Updates. The Board agreed to increase their budget requests for the two CRFs from \$500 to \$1,500 each. ***Mike Roberts will propose the increases at the Feb. 11 Public Hearing on the budget.***

Comments of the Zoning Officer: NONE

Comments of the Board: NONE

Comments of the Public: NONE

Next Meeting Dates: Next regular meeting and third public hearing on zoning ordinance changes will be Thursday, January 17 at 6:00PM at the District Office.

Adjournment: Mark Johanson moved to adjourn; Don Dubrule seconded. The meeting adjourned at 7:12 pm.

Respectfully submitted,
Kristi Garofalo