

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
February 21, 2019
*UNAPPROVED***

Call to Order: Vice Chair Robert Roudebush called the meeting to order at 5:58 pm.

Roll Call: Robert Roudebush, Don Dubrulle, Mike Roberts and Walter Hunt were present and Robert Roudebush declared a quorum. Zoning Officer Finnegan was also present. Mark Johanson was absent and excused.

Public Present: NONE

Approval of Minutes

- **January 17:** Don Dubrulle moved to approve; Walter Hunt seconded, and motion passed.

Approval of Agenda: Mike Roberts moved to approve; Walter Hunt seconded, and motion passed.

Zoning Permit Applications:

- **Bower – Dock (Replacement):** ZO Report: Homeowner sent info to NH DES on 1/16/19. Zoning Officer Finnegan checked with NH DES and was told the notification has not been issued yet. ***Officer Finnegan will check with homeowner to see if notification was received since he checked with NH DES.*** Remained tabled.

Review of Zoning Permits Report:

- **Correnti – Entry Overhang:** ZO Report: Homeowner not present; exterior still not painted. Continue to monitor.
- **Gilbertson – Deck:** Office Report: Board approved permit extension request on 12/20/18. ZO Report: Pending weather for final painting. Continue to monitor.
- **Smith – New Home:** Office Report: Board approved permit extension request on 12/20/18. ZO Report: Homeowner present; siding still needed. Continue to monitor.
- **Meddaugh – Entryway:** Office Report: Board approved permit extension request on 1/17/19. ZO Report: No change to exterior. Continue to monitor.
- **Bower – Dock:** See above. Tabled pending receipt of DES Notification.
- **Bower – Shed:** ZO Report: No progress made on shed. Continue to monitor.
- **Hunt – Shed:** (Walter Hunt recused himself) ZO Report: Roof finished, siding pending. Continue to monitor. (Walter Hunt returned to the Board).
- **Johanson – Garage:** ZO Report: Structure complete, pending paint and measurements. Continue to monitor.
- **Hetherton – Garage:** ZO Report: Structure complete. No Trespassing sign on property. Pending appointment for measurements. Continue to monitor.

Review of Incident Report:

- **Weeks – Shed:** ZO Report: No change to shed exterior. Office Report: 2ND NOV “lawyer’s letter” document packet emailed to legal counsel on 2/13/19. Counsel had few questions; noted “return receipt requested” mailings make better case if goes to court. Waiting on notice that 2ND NOV has been sent.

- **Foldeak/Schmead – Yard Debris:** ZO Report: Some progress of debris removal in front yard. Continue to monitor.
- **Jock – Yard/Debris/Trash:** Office Report: OIR re: reappearance of yard debris/trash received, ZO notified. ZO Report: 2/11/19 -Trash overflowing again; suspect that trash was hidden to appear in compliance. 2/17/19-Trash still not picked up, unable to secure dumpster due to overflowing trash. The Board discussed an email from Mark Johanson requesting the Board rescind the decision made at the January meeting to remove the Jock property from the incident tracking list since the problem reappeared shortly after. He stated that although a new OIR was filed 1/30/19, he felt the situation should be treated as a continuation of the old incident rather than a new incident; and that the Board should proceed to the next step. The Board reviewed the Jock file and noted the last communication was a “courtesy letter” as noted in Step 4 of the new OIR Investigative Procedure and Step 5 would be to send a Notice of Violation. Robert Roudebush moved to send a NOV to the homeowner via certified mail, return receipt requested. Don Dubrule seconded and the motion passed. ***Kristi Garofalo will draft the NOV for Mike Roberts’ signature, then mail as directed and provide a copy to ZO Finnegan for posting.***

Old Business:

- **Survey Maps:** Tabled
- **Zoning Violation Procedures:** The Board reviewed a draft of the Observation Incident Report Investigative Procedure. After discussion of advice received from legal counsel, the Board agreed Step 5 should be changed to read “... sent via certified mail **with return receipt requested** ... “ and that Step 6 should have a similar change to read “... a 2ND NOV ‘lawyer’s letter’ sent via certified mail **with return receipt requested.**” ***Kristi Garofalo will make the changes and have another draft for Board approval at the March 21 meeting.***

New Business: See above discussion regarding the Jock property.

Comments of the Zoning Officer: NONE

Comments of the Board:

Don Dubrule asked about the Board’s preparation for the zoning ordinance revisions vote at the Annual Meeting and mentioned concerns that discussions might be extensive. The Board discussed his concerns, noting three public hearings were held and each ended with the public present stating they had no further questions. Robert Roudebush said the public could discuss the zoning revisions at the Annual Meeting, but could not make amendments; and noted the Moderator should be able to facilitate effective discussion.

Robert Roudebush said creation of a Capital Improvement Plan should be considered as a future Board project as it is state-required for municipalities and the District doesn’t currently have one, as far as research shows. The Board agreed to consider the project, possibly for 2020.

Comments of the Public: NONE

Next Meeting Dates: Next meeting to be Thursday, March. 21 at 6:00PM at the District Office.

Adjournment: Mike Roberts moved to adjourn; Don Dubrule seconded. The meeting adjourned at 6:40 pm.

Respectfully submitted,
Kristi Garofalo