

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
March 21, 2019  
\*UNAPPROVED\***

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

**Roll Call:** Robert Roudebush, Don Dubrule, Mike Roberts and alternate David Martella were present. Robert Roudebush designated David Martella as a voting member for the meeting and declared a quorum. Zoning Officer Finnegan was also present.

**Public Present:** Don Drew

**Board Elections:** Robert Roudebush said new elections were needed since former chair Mark Johanson was elected to the Board of Commissioners and is no longer on the Planning Board. Don Dubrule nominated Robert Roudebush as Chair, David Martella seconded, and the vote was unanimous in favor. Robert Roudebush nominated Don Dubrule for Vice-Chair, Mike Roberts seconded, and the vote was unanimous in favor.

**Approval of Minutes**

- **February 21, 2019:** Mike Roberts moved to approve; Don Dubrule seconded, and motion passed.

**Approval of Agenda:** The Board agreed to amend the agenda to allow Don Drew's application to be discussed first. Mike Roberts moved to approve the amended agenda; David Martella seconded and the motion passed.

**Zoning Permit Applications:**

- **Drew – Shed:** The Board looked over the application package and noted that while it contained good information, it was not submitted before the 21-day state requirement and the zoning officer had not had time for a site visit. The Board then discussed whether building an accessory structure such as a shed was allowed on a property without a primary structure. Don Drew noted nothing in the zoning ordinance said it couldn't be done and mentioned two instances several years ago where an accessory structure was built without a primary structure. The Board noted several places where the ordinance implied the primary was meant to be built first and asked if a primary structure would be built. Don Drew said that was the plan, but he could not give a time frame and needed the shed for tool storage while prepping the lot. Mike Roberts moved to table the application for further consideration at the next meeting; David Martella seconded and the motion passed.
- **Bower – Dock (Replacement):** ZO Report: Pending response from DES. The Board agreed ***Kristi Garofalo will draft a letter to the homeowner asking about DES notification status and send to Robert Roudebush for approval and then to ZO Finnigan to sign before mailing.*** Permit remained tabled.

**Review of Zoning Permits Report:**

- **Correnti – Entry Overhang:** ZO Report: No change to exterior. Pending weather conducive to painting. Continue to monitor.
- **Gilbertson – Deck:** ZO Report: No change to exterior. Pending weather conducive to painting. Continue to monitor.
- **Smith – New Home:** ZO Report: No change to exterior; siding not present on shell. Continue to monitor.
- **Meddaugh – Entryway:** ZO Report: No change to exterior. Pending weather conducive to painting. 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:** ZO Report: Siding pending. Continue to monitor.
- **Johanson – Garage:** ZO Report: No change to exterior. Pending weather conducive to painting. Continue to monitor.

- **Hetherton – Garage:** ZO Report: Waiting for snow to clear prior to measurements being taken. Continue to monitor.

#### **Review of Incident Report:**

- **Weeks – Shed:** ZO Report: 03/10/19: 1100 am observation - no change to shed exterior. The Board reviewed the 2ND NOV “lawyer letter” from District legal counsel, Christine Fillmore, and approved it. ***Kristi Garofalo to notify Christine Fillmore of the Board’s approval so the letter can be sent.***
- **Foldeak/Schmead – Yard Debris:** ZO Report: Debris removal progress seen inside of driveway area. After discussion the Board agreed to monitor one more month, and then send an NOV if necessary.
- **Jock – Yard/Debris/Trash:** NOV sent 02/26/19; signed receipt received 02/28/19. ZO Report: 03/17/19: 1700 visit – dumpster appears empty, lids are able to close. The Board discussed and agreed to monitor one more month as there is still concern about trash stored underneath front stairs.

#### **Old Business:**

- **Survey Maps:** Brief discussion regarding the need to provide overlay info to create new maps that reflect the revised zoning ordinance. The Board agreed to keep the item tabled for now.
- **Zoning Violation Procedures:** The Board reviewed the latest draft of the Observation Incident Report Investigative Procedure. Don Dubrule moved to accept the procedure as written; David Martella seconded and the motion passed. Don Dubrule asked if the procedure would be posted on the MLD website; the Board agreed it was an internal Board procedure and did not need to be posted. Kristi Garofalo noted copies are available in the office if a member of the public requested one.

#### **New Business:**

- Kristi Garofalo said she contacted planning consultant Tara Bamford and asked when final copies of the revised zoning ordinance would be available and was told final copies should be ready next week.

#### **Comments of the Zoning Officer: NONE**

#### **Comments of the Board:**

- **Watershed Conference:** Mike Roberts reported he attended the Watershed Conference last week and will send materials he received to Board members for their consideration
- **Zoning Ordinance Implementation:** Don Dubrule said he feels there is more work to be done now that the zoning ordinance revisions were passed. He said he had a list of several “fuzzy” areas he felt the Board should consider. Robert Roudebush suggested he should pick one or two areas to work on at a time, rather than try to work the whole list. Don Dubrule will give his questions to Robert Roudebush and the Board will move forward from there.
- **Board Membership:** Robert Roudebush said he feels alternates should attend as many meetings as possible to stay current on Board issues. He noted Board member Walter Hunt submitted a written request to change from full Board member to alternate and the Commissioners approved the change at their last meeting. He also noted the Board needs two more full members due to the loss of Walter Hunt and Mark Johanson.

#### **Comments of the Public: NONE**

**Next Meeting Dates:** Next meeting to be Thursday, April 18 at 6:00PM at the District Office.

**Adjournment:** Mike Roberts moved to adjourn; Robert Roudebush seconded. The meeting adjourned at 7:26 pm.

Respectfully submitted,  
Kristi Garofalo