

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
April 18, 2019
*UNAPPROVED***

Call to Order: Chair Robert Roudebush called the meeting to order at 6:03 pm.

Roll Call: Robert Roudebush, Don Dubrulle, 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, Verlon Davis and Donna Davis

Approval of Minutes

- **March 21, 2019:** David Martella moved to approve; Don Dubrulle seconded, and motion passed.

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

Zoning Permit Applications:

- **Drew – Shed:** The Board discussed the application package and noted it now complied with the 21-day state requirement and the zoning officer had made a site visit. The Board discussed whether building an accessory structure such as a shed was allowed on a property without a primary structure and asked if a primary structure was planned. Don Drew said yes, but he needed the shed for tool storage while prepping the lot. Don Dubrulle moved to approve the permit on the condition that Don Drew provide the Board with a signed written agreement regarding the time frame for building the primary structure. David Martella seconded and motion passed. ***Don Drew, Robert Roudebush, and Kristi Garofalo will create a letter for the permit file.***
- **Bower – Dock (Replacement):** ZO Report: Pending response from DES. Office Report: Mailed letter to homeowner about DES notification status on 4/15/19; no response received yet. Permit remained tabled.

Review of Zoning Permits Report:

- **Correnti – Entry Overhang:** ZO Report: No change to exterior. Continue to monitor.
- **Gilbertson – Deck:** ZO Report: No change to exterior. Don Dubrulle moved to stop tracking the permit since a very minimal amount remained to be completed. Robert Roudebush seconded and motion passed.
- **Smith – New Home:** ZO Report: Work site active, siding not present on shell. Continue to monitor.
- **Meddaugh – Entryway:** 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:** ZO Report: Pending siding. Continue to monitor.
- **Johanson – Garage:** ZO Report: Pending painting. Continue to monitor.
- **Hetherton – Garage:** ZO Report: Pending permission of a date/time to access property to do final measurements. Continue to monitor.

Review of Incident Report:

- **Weeks – Shed:** ZO Report: 4/07/19: Noon observation – no change to shed exterior. Office Reports: 2nd NOV “Lawyer’s Letter” mailed 3/22/19. Homeowner visited office 3/29 and left written response to 2nd NOV on 3/30. ZO Finnegan called homeowner same day, left message. Homeowner called office 4/1; left message completion date would be end of May. Kristi Garofalo spoke to homeowner 4/2; homeowner agreed to end of May deadline and wanted Board not to contact in meantime. Kristi Garofalo mailed conversation confirmation letter (with SASE) to homeowner per attorney recommendation same day. No response received to date. Robert Roudebush moved to extend homeowner’s time to complete project until end of May; and if not completed then, to file case in Superior Court. Don Dubrulle seconded and the motion passed.

- **Foldeak/Schmead – Yard Debris:** ZO Report: Debris removal progress seen in rear yard area. After discussion of how the yard debris was affecting neighbors and potential home buyers, Robert Roudebush moved to start the violation procedure and send a courtesy letter signed by ZO Finnegan. Don Dubrule seconded and the motion passed. ***Kristi Garofalo will draft a letter for Robert Roudebush’s approval and send to ZO Finnegan for signature before mailing.***
- **Jock – Yard/Debris/Trash:** ZO Report: dumpster able to close, yard contains some debris. Kristi Garofalo forwarded a neighbor’s report that bears have been in the dumpster. The neighbor is concerned about the trash and the danger to residents. After discussion, the Board agreed to the following: ***Mike Roberts will contact NH Fish & Game and ask them to contact homeowner about creating a bear nuisance and properly storing trash. Robert Roudebush will contact Steve Robbins, Haverhill’s health officer, to see if any options to enforce proper trash storage are available. Kristi Garofalo and ZO Finnegan will start gathering documentation and info for 2nd NOV “Lawyer’s Letter”.***

Old Business:

- **Survey Maps:** The Board agreed this item remained tabled.

New Business:

- **Davis – Garage to Home Renovation:** Verlon and Donna Davis explained to the Board they recently bought a property on Lakeside Drive where the house burned several years ago and the garage is the only structure remaining. They would like to renovate the garage into living space and asked the Board for their direction since the most all the work will be interior, but septic and water service would be necessary. After discussion, the Board agreed the Davises should complete a zoning permit application package and submit it to the Board. The Davises agreed to submit one in the near future.
- **Heartt – Deck:** Kristi Garofalo reported the office received a permit application that doesn’t comply with the state 21-day requirement yet, but the homeowner asked if he could remove the old deck while waiting for the permit to build the new one. The Board discussed safety concerns such as if a “dead head door” would be created by the old deck’s removal, and agreed the old deck could not be removed yet if a such a danger would be created. The Board also agreed ***ZO Finnegan will contact homeowner; ask about the possible dead head door and give the Board’s decision if one would be created. ZO Finnegan will also work with the homeowner on creating dimensioned drawings for the permit packet.***
- **Implementation Needs –** The Board reviewed an email from Don Dubrule about items and procedures necessary to implement the recently revised zoning ordinance, including gathering references and RSAs quoted in the ordinance, creating new procedures and new permits, and working with the ZBA on their added responsibilities. After discussion, the Board agreed to start with creating a form and procedure for sign permits. ***Kristi Garofalo will put the item on the May agenda and create a draft form for the Board to consider at that meeting.***

Comments of the Zoning Officer: NONE

Comments of the Board: NONE

Comments of the Public: NONE

Next Meeting Date: Next meeting to be Thursday, May 16 at 6:00PM at the District Office.

Adjournment: Mike Roberts moved to adjourn; David Martella seconded. The meeting adjourned at 8:15 pm.

Respectfully submitted,
Kristi Garofalo