

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

Call to Order: Chair Robert Roudebush called the meeting to order at 6:30 pm.

Roll Call: Robert Roudebush, Don Dubrule, Polly Bonanno, Mike Roberts and alternate David Martella were present along with Zoning Officer “Finn” Finnegan. Robert Roudebush designated David Martella as a voting member for the meeting and declared a quorum.

Public Present: John and Cheryl Hakola.

Approval of Minutes

- **June 20, 2019:** David Martella moved to approve; Mike Roberts seconded, and motion passed.

Approval of Agenda: Don Dubrule suggested discussion on Implementation Changes should be added under Old Business. David Martella suggested discussion on swimming pools be added under New Business. Polly Bonanno moved to amend the agenda with both changes. David Martella seconded and the motion passed. Mike Roberts moved to approve the agenda as amended; David Polly Bonanno seconded and motion passed.

Zoning Permit Applications:

- **Hakola – Garage:** The Board reviewed the application documents and noted that while the paperwork was well done, the water line was not located, the timing of the submission did not meet the new two-week minimum and the ZO had not reviewed or recommended the permit. After discussion, Don Dubrule moved to approve the application with the following conditions: the water line location be shown on the drawings, the two-week minimum be met, and the ZO recommend the permit’s approval. David Martella seconded and the motion passed. ***Once the three conditions are met and permit approval is signed, Kristi Garofalo will fax the paperwork to Haverhill and email the Hakolas.***
- **Hart/Davis – Shed:** Permit was tabled due to concerns about shed location. ZO Finnegan contacted the homeowner regarding the front setback not meeting requirements; the homeowner moved the shed and it is now in compliance. ZO Finnegan recommended approval of the permit. David Martella moved to approve the permit; Don Dubrule seconded and the motion passed. ***Kristi Garofalo will fax the paperwork to Haverhill.***
- **DelGrego – Shed:** The Board reviewed the application documents. ZO Finnegan added a plot map to the file and noted the lot had an unusual shape. ZO Finnegan recommended approval of the permit. After discussion, Mike Roberts moved to approve the permit; David Martella seconded and the motion passed. ***Kristi Garofalo will fax the paperwork to Haverhill.***

Review of Zoning Permits Report:

- **Smith – New Home:** ZO Report: Siding beginning to be placed on shell. Siding is painted on one side facing the road. Continue to monitor.
- **Hunt – Shed:** ZO Report: Shed appears complete. No trespassing signs now located on property. Working on securing an appointment for final measurements. Continue to monitor.
- **Johanson – Garage:** ZO Report: Structure painted. Pending final measurements. Continue to monitor.
- **Heartt – Deck:** ZO Report: No visible progress. Continue to monitor.
- **Drew – Shed:** ZO Report: Trees marked with property boundaries. Continue to monitor.
- **Krull – Deck:** ZO Report: No visible progress beyond footings. Continue to monitor.
- **Sheehan – House:** Site beginning to be cleared for construction. Continue to monitor.
- **Cox – Garage:** Foundation in. Four walls framed. Waiting on tresses. Continue to monitor.
- **Davis – Change of use:** No visible progress. Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: Site visit conducted in conjunction with chairman of the Planning Board. Minor improvement of driveway clutter. Continue to monitor.
- **Jock – Yard/Debris/Trash:** ZO Report: Dumpster bungee cord secured, no visible trash. Polly Bonanno reported dumpster was raided recently but is now secured again. Mike Roberts said he did receive info from NH Fish & Game about securing dumpsters from bears. The Board agreed **Robert Roudebush will get the dumpster securing information to Kristi Garofalo to forward to homeowner by certified mail, return receipt requested and also by regular mail.** Continue to monitor.
- **Sorrentino – Yard Debris:** The Board previously considered a cluttered yard report on Windsor Lane and ZO Finnegan checked it out, noting the yard has several vehicles and trailers stored. Board members agreed they will drive by the property in preparation for discussion at the next meeting. Continue to monitor.

Old Business:

- **Survey Maps:** The Board agreed this item remained tabled.
- **Implementation Needs:** Don Dubrule previously gave board members and the office a list of links to materials quoted or otherwise referenced in the recently updates zoning ordinance. He also sent out an email with other concerns – private roads, non-confirming properties, etc. – for the Board members to review. Several Board members weren't sure they received the previous email so the Board agreed **Don Dubrule will re-send the email to all Board members for discussion at the September meeting.**

New Business:

- **Swimming Pools:** Questions were raised about swimming pools at the last commissioners meeting. After discussion, the Board agreed swimming pools are named as an example of an accessory structure in the zoning ordinance (Section 307.1 F) so they are not prohibited. The Board also agreed pools raise questions of unusual water usage, safety, and contamination of soil and water when emptied. They agreed **ZO Finnegan will look for pools in the District when making his rounds to help determine how prevalent pools are; the rest of the Board members will research questions and bring info for discussion at the September meeting.**
- **295 Valley Road – Shed Occupancy:** Questions have been raised as to whether the shed on the property is being used as residential space. ZO Finnegan said he was told the shed on the property was for the storage of items belonging to the homeowner's son, but noted the shed has electricity and an air conditioner in a window. The Board agreed **Kristi Garofalo will draft a letter to the homeowners regarding the Board's concern and send it to Robert Roudebush for approval. Once approved, the letter will be mailed by certified mail, return receipt requested and also by regular mail.**
- **Ham Radio Antenna:** Kristi Garofalo reported a prospective homebuyer asked if a ham radio antenna (approx. 26 ft high) was allowed. The Board agreed Section 306.4 of the zoning ordinance did allow antennas for private use with a zoning permit for the structure to make sure it meets setback requirements. **Kristi Garofalo will contact the homebuyers with the Board's response.**
- **317 Valley Road:** Kristi Garofalo reported a question was raised about whether steps were added to the home's deck without a permit. **ZO Finnegan will investigate.**
- **Planning Board Basics Webinar:** Kristi Garofalo gave Board members information about a one-hour NHMA "Planning Board Basics" webinar on Sept. 4. Board members can register and participate in the webinar if desired.

Comments of the Zoning Officer: NONE

Comments of the Board: NONE

Comments of the Public: NONE

Next Meeting Date: Thursday, Aug. 15 at 6:30 PM at the District Office.

Adjournment: David Martella moved to adjourn; Polly Bonanno seconded. The meeting adjourned at 8:21 pm.

Respectfully submitted,
Kristi Garofalo