

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
February 13, 2020
*UNAPPROVED***

Call to Order: Chair Mike Bonanno called the meeting to order at 6:30 pm.

Roll Call: Mike Bonanno, Polly Bonanno, Mike Roberts, Don Dubrulle. and John Hakola were present and Chair Mike Bonanno declared a quorum. Zoning Officer Finnegan was also present.

Public Present: Cheryl Hakola

Approval of Minutes

- **December 19, 2019:** John Hakola moved to approve; Mike Roberts seconded, and motion passed.

Approval of Agenda: Mike Bonanno moved to approve the agenda; Mike Roberts seconded and motion passed.

Zoning Permit Applications:

- **Fallon – Deck/Porch:** Kristi Garofalo reported the letter approved by the Board at the December meeting was mailed via regular mail and certified mail-return receipt requested on 01/13/2020. The letter included a plot drawing done by ZO Finnegan and asked the homeowner to initial the drawing as correct and return it in the enclosed SASE. Kristi Garofalo said no response has been received to date. After discussion, Mike Roberts moved that ***ZO Finnegan and Kristi Garofalo draft the zoning officer report and forward other information needed to legal counsel to send a lawyer's letter to the homeowner notifying him of the requirement to finish the permit application.*** Polly Bonanno seconded and the motion passed.

Review of Zoning Permits Report:

- **Heartt - Deck:** ZO Report: Homeowners would like to keep the permit open until spring. Continue to monitor.
- **Drew – Shed:** ZO Report: No further progress. Continue to monitor.
- **Krull – Deck:** ZO Report: No further progress. Continue to monitor. The Board discussed a report that the homeowners appear to have created a second driveway/parking area on Lakeside in addition to the one on Deerfield. ***Mike Bonanno will follow up with the Town to determine whether it is a violation of Town driveway regulations.***
- **Sheehan – House:** ZO Report: No additional progress. Continue to monitor.
- **Cox – Garage:** ZO Report: Pending final stain. Continue to monitor.
- **Hakola – Garage:** ZO Report: Work site active. Continue to monitor.
- **Carman – House:** ZO Report: No further progress on site. Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: No debris added to yard. Continue to monitor.
- **Sorentino – Cluttered Yard:** ZO Reports: 3 vehicles, 5 trailers sighted 1/11/2020. No new debris added to yard 02/02/2020. No change to yard 02/09/2020. After discussion of zoning ordinance references to work/commercial vehicles, required screening, and vehicles stored within front setbacks, the Board agreed ***Mike Bonanno will draft a letter to the homeowner citing Sec. 802.6 and Sec. 307.1B & 1E and requesting attendance at the March 19 Board meeting to discuss intentions for the lot. He will email the letter draft to Board members.***

New Business:

- **OSI Spring Planning & Zoning Conference:** Kristi Garofalo shared an event flyer for the Conference on May 30 and asked those interested in attending to please let her know so they can be registered.

Old Business:

- **Implementation Needs:**

1. **Private Roads:** The Board discussed RSA 674.41 and 674:36 Sec. 3 regarding the criteria for private roads and whether there should be a form for the homeowner to sign, noting the MLD zoning ordinance requires a notarized letter from the homeowner acknowledging responsibility for the private road. Mike Bonanno made a motion to add the following question to the permit application under "Road": "Is this a private road? If yes, please see the District Office for a copy of RSA 231:81A". Don Dubrule seconded and the motion passed. The Board agreed that **Mike Bonanno will invite Road Agent Colton Grant and Town Manager Brigitte Codling to discuss private roads in the District at either the April or May Board meeting, depending on their choice.**
2. **Stormwater:** The Board discussed the state's Stormwater Manual, noting its length and unfamiliar terms. The Board agreed **Polly Bonanno will look for a stormwater related glossary of terms; Kristi Garofalo will check whether the Manual is available as a hard copy and its cost, and all Board members will read the first 90 pages of the Manual for the next Board meeting.**
3. **Swimming Pools:** The Board noted the primary concerns about private pools are water usage and disposal of pool chemicals. After discussion, the Board agreed to propose a zoning ordinance change at the 2021 annual meeting banning inground pools and requiring above ground pools to be filled and emptied privately outside of the MLD water system. The Board agreed to start work on the amendments in September; **Kristi Garofalo will put the subject on the September meeting agenda.**

- **Permit Application Form:** The Board discussed the current MLD permit application form and noted the following potential revisions (in addition to those discussed at the Dec. 2019 meeting and the one approved under "Private Roads" above):

1. Add statement authorizing the MLD zoning officer to enter property in an official capacity for the term of the permit application.
2. Add certification statement to be initialed by owner: "I have read and understand the requirements of the MLD zoning ordinance."
3. Change "Sec. 901" reference to "Article 10" to reflect the revised zoning ordinance content.
4. Add "Structure built date" blank to be filled in by homeowner.
5. Add question "Does any part of your property have more than 15% grade? If so, will that area be impacted by construction of this project? If yes, see Sec. 402.3"
6. Add wetlands question of some kind
7. Under "Required Supporting Documentation", add "Stormwater/Erosion Plan" and "Steep Slope Overlay Conditional Use Permit".
8. Remove the agent designation section and make it a separate form since it is seldom used.

The Board discussed whether to include a cover sheet with permit applications that include information about Town of Haverhill permit requirements and fees. Mike Bonanno noted the Town is revising their permit application; he suggested waiting to make any changes until the Town is done and **he will talk to Connie Sleath in the Haverhill office to find out more.**

Comments of the Public: NONE

Comments of the Zoning Officer: NONE

Comments of the Board: NONE

Next Meeting Dates: Next meeting to be Thursday, Mar. 19, 2020 at 6:30PM at the District Office. Work session to be held Thursday, Mar. 26 at 6:30PM at the District Office.

Adjournment: Polly Bonanno moved to adjourn; Mike Bonanno seconded. The meeting adjourned at 8:45 pm.

Respectfully submitted,
Kristi Garofalo