

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
March 5, 2015  
\*UNAPPROVED\***

**Call to Order:** Chairman Don Dubrule called the meeting to order at 5:38 pm.

**Roll Call:** Don Dubrule, Dan Brady and Chris Demers were present.

**Approval of Minutes:** Chris Demers moved to approve the minutes, Dan Brady seconded and motion passed.

**Zoning Permit Applications: None**

**Review of Zoning Permits Report:**

- **Sjolander:** Zoning Officer report – same as last month: The addition is complete, but has not been signed off yet.
- **Jackson:** Zoning Officer report – same as last month: The house is complete, but zoning officer has not signed off yet.

*The Board asked Kristi Garofalo to contact Stan Borkowski to ask why these permits have not been signed off yet since the zoning officer report does not give any details. Kristi Garofalo will also ask Stan Borkowski about the status of the Zoning Compliance Checklist for the Jackson project.*

**Review of Incident Reports:**

- **White Mountain Ext. – Killer Hill – Horne/Farr:** Chris Demers said he asked Bob Long to contact the owners again.
- **Lakeside Drive –Prater (formerly Molnar):** The Board previously agreed to keep this property on the list for monitoring.
- **Swiftwater Circle – Ciotti:** No change since last meeting – the Board agreed to continue to monitor the property.
- **Stratford Drive – Davis:** Kristi Garofalo reported a reminder letter with a blank lot drawing for the owner to complete was sent on 2/25/15, but no response has been received yet. *Dan Brady offered to call owner personally to offer assistance with the forms.*

**Old Business:**

- **Master Plan:** Chris Demers made a motion that the master plan update should take precedence over all other Planning Board projects. Don Dubrule seconded and motion passed.

Don Dubrule passed out a master plan action item outline for the Board to review and discuss. The Board agreed the master plan update should begin with a District-wide survey as was done in the past. Dan Brady suggested to possibility of having a local college intern

help with the project. The Board also agreed a master plan committee should be formed and decided on the following steps to recruit members:

- *Kristi Garofalo will create a signup sheet for the annual meeting.*
- *Kristi Garofalo will put a note on the community bulletin board asking for volunteers for the committee.*
- *Don Dubrule will say a few words at the annual meeting to inform residents of the master plan and invite them to join the committee.*
- *Any recruits will be asked to attend the next Planning Board meeting.*

The Board discussed the amount of work involved in updating the master plan, and agreed there will additional administrative support needed along with additional funds for postage, copying, printing, etc. *Don Dubrule will approach the commissioners to ask for their commitment in covering the additional costs.*

*Kristi Garofalo will send a PDF copy of the master plan to Board members when she sends out the March minutes and she will also provide hard copies of the master plan for the April meeting.*

*Board members are asked to read the master plan in its entirety and bring their ideas and thoughts to the April meeting.*

- **Zoning/Mapping Standardization: Tabled**
- **Swimming pools: Tabled**
- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**

**New Business: NONE**

Don Dubrule made a motion to adjourn and Chris Demers seconded. The meeting adjourned at 6:55 pm

The next Planning Board Meeting is scheduled for :

Thursday, April 9 **at 6:00 pm.** <<< *Note time change!!*

Respectfully Submitted,  
Kristi Garofalo