

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
September 10, 2015
*UNAPPROVED***

Call to Order: Chairman Don Dubrule called the meeting to order at 6:11 pm.

Roll Call: Don Dubrule, Dan Brady, Chris Demers and Mike Bonanno. Maureen Weeks and Jonathan Geary were present as guests.

Zoning Permit Applications:

- **Weeks – Shed** – The Board asked Maureen Weeks about the status of her previous permit for a deck and handicapped ramp, noting the deck was done, but ramp didn't seem to be finished. She explained there were problems with the location of the ramp in relation to the house that they were working on. Chris Demers reminded her that the Board was promised an "as-built" drawing of the deck and ramp as a condition of the permit. He explained that when a proposed location for the ramp was decided on, it should be shown on the as-built drawing and then everything turned in to the office so the project could be signed off. Maureen Weeks agreed to provide the as-built drawing with the proposed ramp.

For the new shed permit application, Maureen Weeks explained her relatives recently tried to repair her existing shed only to find it was rotted past repair, so they tore it down and made plans to rebuild. The new shed is planned to be slightly larger to allow for firewood storage and it would be located in the same place as the old one. Discussion was held that the old shed looked like it was right on the property line between two lots, but since boundary pins could not be found it was hard to tell. Board members agreed that 1) a survey with boundary pins was required and 2) Stan Borkowski needed to check the setbacks before the application could move forward. Maureen Weeks said her niece could possibly do the survey and she would ask her. After discussion, Mike Bonanno made a motion to table the application. Chris Demers seconded. More discussion followed. Dan Brady suggested the motion to table be amended to include "until a survey performed by a licensed New Hampshire surveyor was received". Chris Demers seconded the amendment. The amendment was voted on and passed unanimously. The amended motion to table was then voted on and passed unanimously.

A general discussion followed regarding the number of problems found with recent permit application paperwork. Don Dubrule said some of the recent permit applications did not have pin information for boundary determination or clear documentation that identified the building changes/related measurements. Mike Bonanno moved to add a note to the permit application: "Incomplete applications will not be accepted". After further discussion, he withdrew his motion and made a new motion that a note be added to Section E on the Construction Questionnaire that reads: "If all boundary pins are not visible, the lot must be surveyed and visible pins installed." Chris Demers seconded and the motion passed. *Kristi Garofalo will make the change to the form.*

The Board also discussed the time limits for permits, considering whether the time limit for accessory structures should be changed to six months instead of one year for residences. *Don Dubrule said he would do more research into whether the time limits were set by the zoning ordinance requiring approval at the annual meeting, or whether the Board could set the limits.* The Board agreed to table the discussion until the next meeting.

Approval of Minutes:

- **August 6 Meeting:** Mike Bonanno moved to approve the minutes; Chris Demers seconded and motion passed.

Review of Zoning Permits Report:

- **Heartt – Shed** – The zoning officer report stated the roofing is now in place on the shed; zoning officer is investigating whether homeowner intends a second vehicular access to the shed since the ordinance specifies one driveway per lot.
- **Fallon – Deck** – The zoning officer report stated project decking is complete and checked.

Review of Incident Reports:

- **White Mountain Ext. – Killer Hill – Horne/Farr:** *Chris Demers said he will follow up with Don Hammond of the North Haverhill Fire Department to see about burning the slash pile as a training opportunity.*
- **Swiftwater Circle – Ciotti:** Local realtors don't have any new contact information. Don Dubrule said the property is being probated.
- **Lakeside Drive –Prater:** Owner is attempting to purchase neighboring lot; Board agreed the incident should remain tabled.
- **Edwards – Unregistered vehicle** –After discussion the Board agreed to ask *Kristi Garofalo to check to see if taxes are paid up to date on the property.*

The Board also discussed the Krull zoning permit application that was tabled by the ZBA at the homeowners' request pending receipt of a professional survey. Board members discussed that work was continuing without a permit and debated whether a notice should be attached to the property or the contractor notified by the zoning officer. No decision was reached. Don Dubrule said the ZBA must determine if a variance is needed once the survey with pin placement is completed. If not, the application will return to the Planning Board.

Old Business:

- **Master Plan: See Master Plan Committee minutes**
- **Zoning/Mapping Standardization: Tabled**
- **Swimming pools: Tabled**
- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**

New Business:

- Dan Brady asked that site visits be reinstated to help Board members visualize the properties discussed. After discussion, it was decided that Board members should be notified by email of properties to be discussed at least 48 hours before the meeting so that individual visits by members can be done. *Kristi Garofalo will notify Board members by email as needed.*

Don Dubrule moved to adjourn and Mike Bonanno seconded. The meeting adjourned at 7:26 pm.

The next Planning Board meeting will be Thursday, October 8 at 6:00 pm at the District Office

Respectfully submitted,

Kristi Garofalo