

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
October 16, 2018
*UNAPPROVED***

Call to Order: Chair Mark Johanson called the meeting to order at 6:01 pm.

Roll Call: Mark Johanson, Mike Roberts, Don Dubrule and Walter Hunt were present along with alternate member David Martella and Community Planning Consultant Tara Bamford. Mark Johanson designated David Martella as a voting member for the meeting and declared a quorum. Zoning Officer "Finn" Finnegan arrived shortly after the meeting started and alternate member Dan Brady arrived at 6:45 pm.

Approval of Minutes

- **September 20, 2018:** Mike Roberts moved to approve; Don Dubrule seconded, and motion passed.
- **October 2, 2018:** Mike Roberts moved to approve; Walter Hunt seconded, and motion passed.

Approval of Agenda: The Board agreed to review tracking reports first and review the zoning permit applications when ZO Finnegan arrived. Mark Johanson moved to approve the agenda with the change, David Martella seconded, and the motion passed.

Review of Zoning Permits Report:

- **Krull – Addition:** ZO Report: Addition appears completed, pending setback verification. After discussion, the Board agreed to send a letter to the homeowners asking for a meeting to verify the setbacks. ***Kristi Garofalo will draft a letter for Mark Johanson and ZO Finnegan to sign.***
- **Correnti – Entry Overhang:** ZO Report: Homeowners said they will paint the unpainted portions of overhang soon. The Board noted the permit expired in September and agreed ***Kristi Garofalo will send a letter regarding a permit extension request.***
- **Meddaugh – Entryway:** ZO Report: Structure completed, pending paint/stain.
- **Gilbertson – Deck:** ZO Report: Two handrail portions are not painted/stained. Mark Johanson reported the owner said he would do staining later. The Board noted the permit expired in September and agreed ***Kristi Garofalo will send a letter regarding a permit extension request.***
- **Sjolander – Porch Enclosure:** ZO Report: Exterior painting completed, ZCC completed. The Board agreed to remove the item from the tracking report.
- **Smith – New Home:** ZO Report: Majority of roof is on framed structure. The Board noted the permit expires in November; ***Kristi Garofalo will send a letter regarding a permit extension request.***
- **Bower – Dock:** ZO Report: Verified the non-requirement for NEW DES notification if the dock is in exact same size/location. ***Kristi Garofalo to check the homeowner file for the original DES permit.***
- **Bower – Shed:** ZO Report: 2 of 3 pins located; shed to be 14-17 feet from side lot line; permit approval recommended. Mike Roberts moved to approve; David Martella seconded, and motion passed.
- **Pugh – Shed:** Office Report: ZBA variance application received; ZBA meeting scheduled.
- **Hunt – Shed:** (Walter Hunt recused himself) ZO Report: Shed base in place; exterior to be finished in spring. The Board agreed to continue to monitor. (Walter Hunt returned to the Board).
- **Johanson – Garage:** (Mark Johanson recused himself) ZO Report: Cement foundation poured, framing started. The Board agreed to continue to monitor. (Mark Johanson returned to the Board).
- **Hetherton – Garage:** ZO Report: Excavation work has begun.

Review of Incident Report:

- **Weeks – Shed:** ZO Report: No exterior change. The Board agreed to send a Notice of Violation to the homeowner. ***Kristi Garofalo will create the NOV for commissioner Mike Roberts to sign.***
- **Mantia – Tree Clearing:** ZO Report: Cleared sections seeded. The Board noted grass is already growing in the area and agreed to remove the item from the tracking report.
- **FHL – Tree Clearing:** David Martella reported the lot was seeded in the last week. The Board agreed to continue to monitor.
- **Foldeak/Schmead – Yard Debris:** ZO Report: No one present at residence, no signs of trash, only debris and toys. The Board agreed ***ZO Finnegan will contact the owner.***

Zoning Permit Applications:

- **Bower – Dock and Shed – Tabled:** See above notes under “Review of Zoning Permits Report”.

Old Business:

- **Zoning Ordinance Revision:** Tara Bamford led the Board members through a discussion of the seven proposed zoning ordinance amendments with the following changes:
 - **Amendment 1:** Section 307.3 replace “similar structures” with “and the like” and do the same with 307.2B; 407.12 add “MLD Water” in front of “tariff”; and in 308.1E add “pop-up campers”. Tara Bamford will also add the definition of “overlay” to Amendment 1.
 - **Amendments 2 to 7:** Discussed, no changes.

New Business:

- **2019 Budget:** Kristi Garofalo asked for Board input on 2019 budget requests. The Board agreed on the following: 4002-1 Building Permits (revenue) to remain at \$500; 5096-1 (expenditure) increased to \$500 for land use publications; and to request \$1,500 for deposit to the Planning Board Legal Expense Capital Reserve Fund and \$500 to the Planning Documents Update Capital Reserve Fund.

Comments of the Zoning Officer: ZO Finnegan noted the ladder outside the home on Monadnock discussed by the Board at a previous meeting has been removed.

Comments of Planning Board Members: Discussion was held about letting the Zoning Board of Adjustment know about the proposed zoning ordinance changes. ***Tara Bamford will send a packet with the updated zoning ordinance amendments to the Board; Mark Johanson will add notes for the ZBA and send on to Karen Rajsteter for review.***

Comments of the Public: NONE

Next Meeting Date and Time: Public Hearing: Wednesday, Nov. 7 at 6:00 pm at the District Office. The Board's next regular meeting date will be Thursday, November 15 at 6:00 pm at the District Office. A second public hearing date was set for Thursday, December 20, 2018 at 6:00 pm at the District Office.

Adjournment: Mark Johanson moved to adjourn; David Martella seconded. The meeting adjourned at 7:40 pm.

Respectfully submitted,
Kristi Garofalo