

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
May 16, 2019  
\*UNAPPROVED\***

**Call to Order:** Chair Robert Roudebush called the meeting to order at 6:00 pm.

**Roll Call:** Robert Roudebush, Don Dubrule, Mike Roberts and alternate David Martella were present. Robert Roudebush designated David Martella as a voting member for the meeting and declared a quorum. Zoning Officer Finnegan arrived at 6:05.

**Public Present:** George Baldwin and Donna Baldwin

**Approval of Minutes**

- **April 18, 2019:** David Martella moved to approve; Mike Roberts seconded, and motion passed.

**Approval of Agenda:** Mike Roberts made a motion to amend the agenda and review the Baldwin permit application first. Don Dubrule seconded and the motion passed. Don Dubrule moved to approve the agenda with the amendment; David Martella seconded and motion passed.

**Zoning Permit Applications:**

- **Baldwin – Shed:** The Board reviewed the application package and discussed whether a permit was needed for the shed since it was a resin model and could be considered a large storage container by some. They agreed the structure's material was irrelevant and did need a permit. Zoning Officer Finnegan recommended approval of the permit. Mike Roberts moved to approve the permit on the condition the 21-day state requirement was met; David Martella seconded and the motion passed.
- **Bower – Dock (Replacement):** Office Report: 4/22/19 Email received from homeowner with DES notification attached. Mike Roberts moved for final approval with the notification; Don Dubrule seconded and the motion passed. The Board agreed to take the permit off the tracking list as all conditions were now fulfilled.
- **Heartt – Deck:** ZO Finnegan reported there would not be a "dead-head door" created when the old deck was removed which relieved the Board's concerns voiced at the previous meeting. ZO Finnegan recommended approval of the application. Mike Roberts moved to approve; David Martella seconded and the motion passed.
- **Krull - Deck:** The Board reviewed the permit application and briefly discussed setback requirements before agreeing the project was in compliance and ZO Finnegan recommended approval. David Martella moved to approve; Mike Roberts seconded and the motion passed.

**Review of Zoning Permits Report:**

- **Correnti – Entry Overhang:** ZO Report: No change to exterior. Continue to monitor.
- **Smith – New Home:** ZO Report: Work site active, siding not present on shell. Continue to monitor.
- **Meddaugh – Entryway:** ZO Report: No change to exterior. Office Report: Homeowner said he has plans to complete staining when weather breaks and will notify office when done. Continue to monitor.
- **Bower – Shed:** ZO Report: No progress made on shed. Continue to monitor.
- **Hunt – Shed:** ZO Report: No progress on the exterior. Continue to monitor.
- **Johanson – Garage:** ZO Report: Pending painting. Continue to monitor.
- **Hetherton – Garage:** ZO Report: Pending permission of a date/time to access property to do final measurements. Continue to monitor.
- **Drew – Shed:** Don Dubrule asked to review the permit file, noting questions about the property being on a private road and needing a conditional use permit from the ZBA for a driveway. After discussion, the Board agreed they would consider the need for a conditional use permit when application was made to build a house on the lot.

**Review of Incident Report:**

- **Weeks – Shed:** ZO Report: Shed has siding on all four sides. The Board discussed sending a letter acknowledging the completion of the Board's requirements in this case. ***Kristi Garofalo will draft the letter and send to Robert***

**Roudebush and ZO Finnegan for approval before mailing.** The Board agreed the incident could be removed from the tracking list.

- **Foldeak/Schmead – Yard Debris:** 4/30/19 Office Report: Courtesy letter mailed 4/30/19. ZO Report: Homeowners actively tidying front yard. Continue to monitor.
- **Jock – Yard/Debris/Trash:** ZO Report: Dumpster able to close, yard contains some debris. Robert Roudebush contacted Steve Robbins, Haverhill's health officer, and was told if evidence of human waste (i.e. dirty diapers) was found outside the dumpster, he could act on it. **Mike Roberts did not contact NH Fish & Game yet to ask them to contact homeowner about creating a bear nuisance and properly storing trash, but he will do so.** Continue to monitor.

#### Old Business:

- **Survey Maps:** The Board agreed this item remained tabled.

#### New Business:

- **Fullbrook – Patio to Deck Renovation:** Kristi Garofalo said the homeowner questioned whether a permit was needed to change an existing patio made of paving stones to decking material. After discussion, the Board agreed a permit was not needed. **Kristi Garofalo will notify the homeowner and the contractor.**
- **New Board Member – Meeting Start Time:** Robert Roudebush reported a possible new Board member has stepped forward, but their schedule was such that they would need the Board meetings to start at 6:30 pm rather than 6:00 pm. After brief discussion, the Board agreed to have future meetings start at 6:30 pm. Robert Roudebush said the potential Board member was Pauline (Polly) Bonanno and the Board agreed to recommend her appointment as a full Board member to the Commissioners at their next meeting.
- **Implementation Needs:**
  - **Temporary Sign Permit Form:** The Board reviewed a draft of the new Temporary Sign Permit Application and approved it with minor changes, including adding spaces for Map and Lot number and changing the fee from \$2.00 to \$5.00. Mike Roberts suggested the fee should be approved by the Commissioners and the Board agreed **Kristi Garofalo will put it on the agenda for the next Commissioners meeting.** The Board also agreed the procedure for the temp sign permits would be: the office would receive and date stamp the application and check the homeowner file for previous sign dates; if other permits were not issued in last three months, the office would approve the permit and forward the permit info to the zoning officer to track and enforce the sign expiration date.
  - **References Collection:** Kristi Garofalo asked that links to references and RSAs quoted in the ordinance be forwarded to the office as they are found so that a digital library can be created; the Board agreed.
  - **Other Implementation:** Don Dubrule suggested private roads and non-conforming structures were areas of concern for the Board. After discussion, the Board agreed to research the subjects within the new zoning ordinance and come prepared to discuss them at the next Board meeting.

**Comments of the Zoning Officer: NONE**

**Comments of the Board:** Robert Roudebush noted that he and ZO Finnegan planned to attend a NHMA Code Enforcement workshop on May 17. The Board also asked **Kristi Garofalo to contact Christine Fillmore, District legal counsel, and ask if an annual municipal law update could be provided as in the past.**

**Comments of the Public: NONE**

**Next Meeting Date:** Next meeting to be Thursday, June 20 at **6:30 PM** at the District Office. **(Note time change)**

**Adjournment:** Don Dubrule moved to adjourn; David Martella seconded. The meeting adjourned at 7:21 pm.

Respectfully submitted,  
Kristi Garofalo