

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
June 20, 2019  
\*UNAPPROVED\***

**Call to Order:** Chair Robert Roudebush called the meeting to order at 6:30 pm.

**Roll Call:** Robert Roudebush, Polly Bonanno, Mike Roberts and alternate David Martella were present along with Zoning Officer “Finn” Finnegan. Don Dubrulle was absent and excused. Robert Roudebush designated David Martella as a voting member for the meeting and declared a quorum.

**Public Present:** Jeffry Campbell, Robert Campbell, Karen Cox, Chris Cox, John Sheehan, Verlon Davis and Donna Davis.

**Approval of Minutes**

- **May 16, 2019:** David Martella moved to approve; Mike Roberts seconded, and motion passed.

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

**New Member Welcome:** The Board members welcomed new member Polly Bonanno.

**Zoning Permit Applications:**

- **Sheehan – House & Shed:** The Board reviewed the application paperwork and asked Mr. Sheehan to correct the setback dimensions in a couple of places. They also questioned the driveway slope required, but Mr. Sheehan explained a set of stairs into the home would be used to for the final part of the slope. David Martella moved to approve the application, Mike Roberts seconded and the motion passed.
- **Campbell – Shed:** The Board reviewed the application paperwork, noting a shed is an accessory structure and there is no home built on the lot. The Board asked when the applicants planned to build a home and were told that since they were both college students, they couldn't give a definite start date. The Board also noted the application needed a plot plan and to comply with the 21-day state required submission timeline. Robert Roudebush moved to deny the permit, reminding the applicants they can reapply with updated information at a later date. David Martella seconded and the motion passed.
- **Cox – Garage:** The Board reviewed the application paperwork. After a brief discussion, Mike Roberts moved to approve the permit, David Martella seconded and the motion passed.
- **Davis – Change of Use-Garage to Home:** The Board reviewed the application paperwork, along with the septic system information they previously requested. After discussion, David Martella moved to approve the permit, Polly Bonanno seconded and the motion passed. ***Kristi Garofalo will check with Don Drew and the Water Committee about the hook-up fee in this case since the structure is not a new build.*** The Board also discussed at what point the permit would be considered complete since they were not doing any exterior building or changes and agreed completion would be when water service and septic were operational.
- **Hart/Davis – Shed:** The Board reviewed the application paperwork and noted the front setback of 38 feet was a concern and that the septic location was not shown. They agreed to table the application; ***ZO Finnegan will contact the homeowner regarding the setback and required septic info.***

**Review of Zoning Permits Report:**

- **Correnti – Entry Overhang:** ZO Report: Underside of work painted, ZO Finnegan to sign ZCC. Okay to remove from tracking list.
- **Smith – New Home:** ZO Report: No significant change to shell, work site active. Continue to monitor.
- **Meddaugh – Entryway:** ZO Report: Project complete, ZCC complete. Okay to remove from tracking list.
- **Bower – Shed:** ZO Report: Shed framed and painted, ZO Finnegan to sign ZCC. Okay to remove from tracking list.
- **Hunt – Shed:** ZO Report: Siding on shed started. Continue to monitor.
- **Johanson – Garage:** ZO Report: Pending painting/staining. Continue to monitor.

- **Hetherton – Garage:** ZO Report: Pending permission of a date/time to access property to do final measurements. Appointment made to take measurements, ZO Finnegan to sign ZCC. Okay to remove from tracking list.
- **Baldwin – Shed:** ZO Report: Shed completed, ZCC completed. Okay to remove from tracking.
- **Heartt – Deck:** ZO Report: Demolition of old deck not yet complete. Continue to monitor.
- **Drew – Shed:** ZO Report: Entranceway marked. Continue to monitor.
- **Krull – Deck:** ZO Report: Footing for deck in progress. Continue to monitor.

**Review of Incident Report:**

- **Foldeak/Schmead – Yard Debris:** ZO Report: Yard tidied of debris. Driveway area heavily cluttered. Robert Roudebush & ZO Finnegan to check out property and determine action plan. Continue to monitor.
- **Jock – Yard/Debris/Trash:** ZO Report: Dumpster remains secured by bungee cord, yard cleaned of all debris. Mike Roberts contacted NH Fish & Game for information about securing dumpster from bears. Continue to monitor.

The Board considered an anonymous report of a cluttered yard on Windsor Lane; **ZO Finnegan will check it out.**

**Old Business:**

- **Survey Maps:** The Board agreed this item remained tabled.
- **Implementation Needs:** The Board agreed to table this topic until Don Dubrule could be present.

**New Business:**

- **Timing of Filling Permit Applications:** Robert Robert led discussion about the recently approved HB 245 (effective July 9, 2019) which allows Planning Boards to specify shorter than the currently required 21-days for permit application submissions. After discussion, the Board agreed to change their rules of procedure to require permit applications be submitted at least two weeks before the Board meeting as allowed by HB 245 and the change will take effect on July 9, 2019.

**Comments of the Zoning Officer: NONE**

**Comments of the Board:**

- **Map Copies:** Polly Bonanno asked if the Board members could have single page copies of each of the four District maps (201-204). ***Kristi Garofalo will look into that and make copies for distribution if possible.***
- **Zoning Enforcement Workshop:** Robert Roudebush reported he and ZO Finnegan attended a recent NHMA workshop on zoning enforcement and found it helpful, including the suggestion that mailings of notices should be done by certified mail-return receipt requested along with a copy sent by regular mail. They said many people don't sign for or pick up certified mail so they can claim they didn't receive it, but a notice sent by regular mail fills legal requirements as delivery by USPS is assumed. The Board agreed to send future notices using both methods.
- **ZBA Basics Webinar:** Kristi Garofalo said she is registered for a NHMA webinar on ZBA Basics on August 12. ZBA members will be joining her at the office for the one-hour webinar and Planning Board members are also welcome to sit in.

**Comments of the Public: NONE**

**Next Meeting Date:** Next meeting to be Thursday, July 18 at **6:30 PM** at the District Office. **(Note time change)**

**Adjournment:** Mike Roberts moved to adjourn; David Martella seconded. The meeting adjourned at 8:40 pm.

Respectfully submitted,  
Kristi Garofalo