

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
April 7, 2016  
\*AMENDED and APPROVED\***

**Call to Order:** Chairman Don Dubrule called the meeting to order at 6:04 pm.

**Roll Call:** Don Dubrule, Mike Roberts, Mike Bonanno, Robert Roudebush and David Selent were present. Bob Long was present as a guest.

**Planning Overview and Introduction of New Members:** Don Dubrule welcomed Mike Roberts as a new Board member and Robert Roudebush as the new ex-officio Board member. He also asked Mike Bonanno to explain the difference between Haverhill's Planning Board and MLD's Planning Board since he is a member of both Boards. Mike Bonanno explained Haverhill doesn't have a zoning ordinance; they do lot mergers and line adjustments, and most aspects of dealing with roads, subdivisions and the town's master plan. Don Dubrule said copies of the zoning ordinance and other planning documents were given to the new Mountain Lakes Planning Board members, including the Board's rules of procedure which he recommended the Board update soon. After discussion, Robert Roudebush moved that Board members devote time to become familiar with the current rules of procedure in order to revise and update them as they see fit and the update process to be completed within a time limit of six months from this date. Mike Bonanno seconded and the motion passed.

**Approval of Minutes**

- **February 4, 2016:** Mike Bonanno moved to approve; David Selent seconded and motion passed.
- **March 10, 2016:** Don Dubrule moved to approve; Mike Roberts seconded and motion passed.

**Approval of Agenda:** Mike Bonanno moved to approve the agenda with the addition of election of officers. Robert Roudebush seconded and the motion passed.

**Board Elections:** Robert Roudebush nominated Don Dubrule as chair for a one year term; David Selent seconded and the vote in favor was unanimous. Robert Roudebush nominated Mike Bonanno as vice chair for a one year term; Mike Roberts seconded and the vote in favor was unanimous.

**Zoning Permit Applications:**

- **Prater – Deck** – The Board agreed they should have heard from the homeowner by now regarding his plans for merging the lots. They directed *Kristi Garofalo to contact the homeowner via email and request the status of the merger; Kristi Garofalo will also do research to confirm title on the lot in question has been transferred to the Praters.*
- **Porter – Shed** – The application documents were received April 6 and were not reviewed by the zoning officer prior to the Board meeting. The Board briefly reviewed the file; then Mike Bonanno moved to table the application pending zoning officer review. Robert Roudebush seconded and the motion passed.

**Review of Zoning Permits Report:**

- **Long – New Home** – Bob Long submitted a request to extend his permit for six months. Mike Bonanno moved to approve the request; Roubert Roudebush seconded and the motion passed.
- **Krull – Addition** – The zoning officer reported no change in the status of the project. The Board noted the permit expired in March and directed *Kristi Garofalo to send a letter to the homeowners requesting a written request for extension of their permit.*

### **Review of Incident Reports:**

- **Swiftwater Circle – Ciotti:** Kristi Garofalo reported the most recent letter sent to the address of record did get a response from the owner's son who has inherited the property. He is currently looking for a contractor to make repairs on the house. *The Board directed Kristi Garofalo to ask Stan Borkowski to monitor the property.*
- **Lakeside Drive –Prater:** See above notes
- **Edwards – Unregistered vehicle** – Kristi Garofalo reported the homeowner has been in contact with the office and she is working on opening a dialogue about the property issues.
- **Pawtuckaway Drive – Weeks** – Stan Borkowski reported he has made several attempts to contact homeowner with no success.
- **Swiftwater Circle – Pixley/Jenks** – Bob Long reported neighbors are complaining about noise and road traffic; he personally noticed that in addition to parking an RV on the lot, the owner built a retaining wall, installed a storage building, almost clear-cut the lot, and has a generator running every time he's driven by. After discussion, Mike Bonanno made a motion to direct Stan Borkowski to send a cease and desist notice via certified mail and physical posting on the property. Robert Roudebush seconded and the motion passed. *Kristi Garofalo will contact Stan Borkowski.*
- **Bear Road – Wright** – After discussion about a skidder parked on the property, Mike Bonanno moved to direct Stan Borkowski to send a cease and desist notice to the lot owner via certified mail and physical posting on the property stating the machinery must be removed from the lot and all tree cutting/clearing must stop. Robert Roudebush seconded and the motion passed. *Kristi Garofalo will contact Stan Borkowski.*
- **Windsor \*as amended Avenue Lane\* – Sorrentino** – The zoning officer previously stated the chickens have been removed, but the chicken coop is still there. The Board agreed to continue to monitor until the next Board meeting.

**Jock – Windsor Lane** – A report was received that there is a for sale sign on the property along with trash and debris. The Board directed *Kristi Garofalo to ask Stan Borkowski to check on the property.*

### **Old Business:**

- **Maintenance/Rebuild Requirements – Accessory Definition: Tabled**

**New Business: NONE**

Don Dubrule moved to adjourn and Mike Bonanno seconded. The meeting adjourned at 7:25 pm.

The next Planning Board meeting will be Thursday, May 5 at 6:00 pm at the District Office.

Respectfully submitted,  
Kristi Garofalo