

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
November 21, 2019
*UNAPPROVED***

Note: Prior to the meeting being called to order, Ex-Officio commissioner Mike Roberts administered the oath of office to Mike Bonanno and John Hakola, Planning Board members appointed by the commissioners at their meeting on October 14, 2019.

Call to Order: Acting Chair Don Dubrule called the meeting to order at 6:30 pm.

Roll Call: Don Dubrule, Polly Bonanno, Mike Roberts, Mike Bonanno, John Hakola and Zoning Officer “Finn” Finnegan.

Public Present: Mark Johanson, Cheryl Hakola, Christina Bazonski and Joel Bazonski. Connie Sleath and Jennifer Boucher from the Town of Haverhill entered the meeting at approximately 6:45 pm.

Election of Officers: Don Dubrule noted Robert Roudebush’s recent resignation leaves the Board without a duly-elected chair and proposed one be elected to serve until the normal Board elections after the 2020 annual meeting. The Board members agreed. Don Dubrule opened the floor for nominations; Mike Bonanno nominated Don Dubrule, who declined the nomination. Don Dubrule then nominated Mike Bonanno, who accepted the nomination. The Board unanimously voted for Mike Bonanno to serve as chair until the April 2020 Board elections and he led the rest of the meeting.

Approval of Minutes

- **Oct. 10, 2019:** Don Dubrule moved to approve; Polly Bonanno seconded, and the motion passed.

Approval of Agenda: Mike Roberts moved to approve the agenda; Polly Bonanno seconded and the motion passed.

Zoning Permit Applications:

- **Fallon – Deck/Porch:** ZO Finnegan said he hasn’t been on site because the homeowner has “No Trespassing” signs posted. Mike Bonanno said it didn’t look like the home’s footprint had changed – if anything, the new deck was smaller – but a roof was added. He also noted the application did not contain a plot plan, and septic and boundary pins locations were not shown. He suggested the file be considered incomplete. In the discussion, Polly Bonanno noted the homeowner’s written response stated the information requested by the Board should be in MLD’s files. At the Board’s direction, Kristi Garofalo pulled the homeowner’s file for the Board to review for a plot plan and septic location. After further discussion, the Board agreed **ZO Finnegan will consolidate information gathered from MLD’s homeowner file and send it to the homeowner for verification.** Mike Roberts moved to send the ZO’s consolidated information and letter for the homeowner’s final approval. Mike Bonanno seconded and the motion passed. The application was tabled for the homeowner response.
- **Bazonski – Deck Stairs:** The Board reviewed the application file and noted the absence of a plot plan showing the dimensions and location of the new stairs. After discussion with the homeowners who were present, the Board agreed **ZO Finnegan will work with the homeowners** and the application was tabled until a plot plan is submitted.

Connie Sleath, Haverhill Property Records Clerk, and Jennifer Boucher, Haverhill Finance Officer, joined the meeting and the Board agreed to hear their concerns before going on with other business. Connie Sleath explained many people have not gotten Town permits after getting their MLD permit and notices have met with little or no response. She and Jennifer Boucher explained the Town uses permits to track property improvements and missing permits negatively affect the assessing and taxation process. Connie Sleath asked if the Haverhill permit application could be attached to the MLD application to help applicants understand it is a two-permit process. She suggested both completed applications (and their fees) could be required before the MLD process could begin. The Board reviewed the Haverhill application and its requirements and asked for Kristi Garofalo’s thoughts. She replied she had no problem with including the Haverhill permit, but had concerns about collecting fees for the Town. Further discussion showed the Town requires permits for many projects MLD does not; and education about which projects require Town permits would be helpful. Connie Sleath and Jennifer Boucher agreed to provide written information about permit requirements for circulation to MLD residents. After further discussion, the Board thanked Connie Sleath and Jennifer Boucher for bringing the issue to their attention and agreed to further discuss consolidating the permit processes at their December meeting.

- **Sheehan – Dock:** The Board reviewed the application file and, after a brief discussion, Mike Roberts moved to deny the application as the proposed dock would violate the rear setback requirement. Mike Bonanno seconded and the motion passed. **Kristi Garofalo will notify the applicant and provide application paperwork for a special exception from the ZBA.**

Review of Zoning Permits Report:

- **Smith – New Home:** ZO Report: Exterior finished; ZCC completed. Board agreed to remove from tracking.
- **Heartt – Deck:** ZO Report: No further work completed on work site, need to confirm with homeowner if plans have changed. Continue to monitor.
- **Drew – Shed:** ZO Report: No visible progress from road. Continue to monitor.
- **Krull – Deck:** ZO Report: No additional progress. Continue to monitor.
- **Sheehan – House & Shed:** ZO Report: No further dirt work will be done this season, shed roof completed. Continue to monitor.
- **Cox – Garage:** ZO Report: Structure complete, pending measurements. Continue to monitor.
- **Davis – Change of use:** ZO Report: Pending verification of completed project. After discussion, the Board agreed this permit could be removed from tracking as all exterior work is complete.
- **Hakola – Garage:** ZO Report: Frame up; roof on structure. Continue to monitor.
- **Delgrego – Shed:** ZO Report: Measurements verified; ZCC completed. Board agreed to remove from tracking.
- **McQueeney – Deck:** ZO Report: Measurements verified; ZCC completed. Board agreed to remove from tracking.
- **Carman – House:** ZO Report: No further progress to site. Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: No clutter added to yard. Continue to monitor.
- **Jock – Yard/Debris/Trash:** ZO Report: Dumpster not overflowing, no visible trash/debris outside of container. Board agreed to remove from tracking.
- **Sorrentino – Cluttered Yard:** ZO Report: No new debris added to yard. After discussion of the number of business vehicles and their locations within the lot setbacks, the Board agreed ***ZO Finnegan will check for an accurate number of vehicles and trailers and report at the next meeting.*** Continue to monitor.
- **Bazonski – Non-Permitted Construction:** Office & ZO Report: Permit application received; recommended to remove from incident tracking. Board agreed to remove from incident tracking as it will now be followed through permit tracking.

New Business:

- **No Soliciting Signs:** Kristi Garofalo said a resident sent an email asking if “No Soliciting” signs were allowed. Don Dubrule said “No Trespassing” signs were state regulated and so did not fall under the MLD sign prohibition; he said he felt “No Soliciting” signs were a form of No Trespassing messages and felt they should be treated the same. After discussion, the Board agreed the resident could put up a No Soliciting sign if desired; ***Kristi Garofalo will notify the resident.***

Old Business:

- **References:** The Board briefly discussed Tara Bamford’s recent informational email on sources quoted/listed in the new zoning ordinance. They agreed there was a lot of information to digest and they will review for the next meeting.
- **Swimming Pools:** Polly Bonanno said Tom Eighmy is sending information for the Board, but she hasn’t received it yet. The Board agreed to continue to table this issue.
- **Permit Forms Update:** The Board briefly discussed changes to the zoning permit application, including adding a statement authorizing MLD representatives to enter the homeowner’s land for permit investigation; and also adding a reference list and information on overlays. ***The Board agreed they will each bring a draft application with suggested changes to the next meeting.***

Comments of the Zoning Officer: NONE

Comments of the Board: NONE

Comments of the Public: NONE

Next Meeting Date: Thursday, December 19th at 6:30 PM at the District Office.

Adjournment: Mike Roberts moved to adjourn; John Hakola seconded. The meeting adjourned at 8:35 pm.

Respectfully submitted,
Kristi Garofalo