

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING VIA ZOOM VIDEO CONFERENCING
June 18, 2020
*UNAPPROVED***

Chair Mike Bonanno read a statement that the Board was authorized to meet electronically due to the declared state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

Call to Order: Chair Mike Bonanno called the meeting to order at 6:31 pm.

Roll Call: Mike Bonanno (alone), Polly Bonanno (alone), Mike Roberts (with Chris Roberts), Don Dubrule (with Gail Dubrule) and alternate member David Martella (alone) were present via Zoom. John Hakola and Zoning Officer "Finn" Finnegan were absent and excused. Mike Bonanno designated David Martella as a voting Board member for the meeting and declared a quorum.

Public Present: Shaun Porter and Leslie Porter, and Don Drew, Water/Maintenance Manager, were also present via Zoom.

Approval of Minutes

- **May 21, 2020:** Mike Roberts moved to approve; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed.

Approval of Agenda: Mike Bonanno moved to approve the agenda with the additions of "Camper on Hemlock Circle" under New Business and "Sorrentino property" under Old Business; Mike Roberts seconded approval with the additions. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed

Zoning Permit Applications:

- **Fallon – Deck/Porch:** The Board discussed the OIR procedure steps and Mike Bonanno moved to send a Notice of Violation rather than the "lawyer letter" discussed in previous meetings. Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. ***Kristi Garofalo will draft the NOV for Mike Roberts to sign.***
- **Porter – Shed:** The Board reviewed the application packet along with new information received. After discussion and input from the homeowners, Don Dubrule moved to approve the permit and Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. ***Mike Bonanno will sign the application as approved and Kristi Garofalo will fax a copy to Haverhill.***
- **Smith – Garage:** The Board reviewed the application packet, noting that ZO Finnegan had not made a site visit or recommended approval due to his illness. Don Drew said he met with the homeowners on a different matter and while there, he measured the garage setbacks in an effort to help the Board in ZO Finnegan's absence. He said the planned front setback for the garage measured 66-ft and the other setbacks were well within limits. After discussion, Mike Roberts moved to approve the permit with Don Drew signing temporarily for ZO Finnegan and ZO Finnegan signing when he is able; Mike Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; David Martella – Aye; motion passed. ***Mike Bonanno will sign the application as approved and Kristi Garofalo will fax a copy to Haverhill.***

Review of Zoning Permits Report: NO REPORT due to illness

Review of Incident Report: NO REPORT due to illness

Old Business:

- **Implementation Needs:**
 - **Private Roads:** Don Dubrulle said he sent information on private roads to Board members and will send pertinent legal opinions and other information to Board members for the next meeting.
 - **Stormwater:** Polly Bonanno reported she researched stormwater related glossaries and sent a link to the most complete list she could find to Board members. After discussion, the Board agreed the link and a paper copy of the glossary will be kept in the Office for future reference.
 - **Swimming Pools:** Topic is tabled until September meeting to consider possible zoning ordinance changes, but a report was made that an above-ground pool was set up at a French Pond Road home without a permit. The Board agreed to ask **ZO Finnegan to investigate and Kristi Garofalo will put a note in the DMAIL about the need for permits for pools.**
- **Permit Application Form:** After a brief discussion, the Board agreed to save discussions on the topic for face-to-face meetings after COVID-19 restrictions are lifted, and tabled the topic in the meantime.
- **Sorrentino Property:** Mike Bonanno said he did not draft a letter to the homeowner citing Sec. 802.6 and Sec. 307.1B & 1E and requesting attendance at the next Board meeting to discuss intentions for the lot; however, he reported all vehicles on the lot have been removed. The Board agreed to follow the OIR Procedure and **Mike Bonanno will draft a letter to the homeowner if needed in the future.**

New Business:

- **Camper on Hemlock Circle:** The Board reviewed a recent report of a camper parked on an empty lot on Hemlock Circle along with Don Drew's investigation and photo of the camper. After discussion of the OIR Procedure, the Board agreed **Kristi Garofalo will send out copies of the OIR Procedure to all members of the Board. She will also draft a letter to the property owner regarding the camper for Mike Bonanno to sign.**

Comments of the Public: NONE

Comments of the Zoning Officer: NONE

Comments of the Board:

- **Signs:** Mike Roberts noted the report of a contractor sign on French Pond Road and said the sign has been removed.
- **New Driveway Permit Issued:** Kristi Garofalo reported Haverhill Road Agent Colton Grant recently issued a new driveway permit for a property on Lakeside Drive.
- **Sheehan – Home – Lakeside Drive:** Kristi Garofalo said the letter to the homeowner with the Board's concerns went out the previous week. The Board agreed to give more time for a response and discuss it at their July meeting.

Next Meeting Dates: Next meeting to be Thursday, July 16, 2020 at 6:30PM via Zoom.

Adjournment: Don Dubrulle moved to adjourn; David Martella seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; David Martella – Aye; motion passed. The meeting adjourned at 7:56pm.

Respectfully submitted,
Kristi Garofalo