

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING VIA ZOOM VIDEO CONFERENCING
November 12, 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 6:30 pm.

Roll Call: Mike Bonanno with Polly Bonanno, Mike Roberts (alone), Don Dubrule (with Gail Dubrule), John Hakola (alone) were present via Zoom. Mike Bonanno declared a quorum present. Zoning Officer "Finn" Finnegan was also present via Zoom.

Public Present: Randy Berenson, Bill Clark, and Ken Huard.

Approval of Minutes:

Oct. 8, 2020: Mike Roberts moved to approve; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

Oct. 15, 2020: Mike Roberts moved to approve; John Hakola seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

Approval of Agenda: The Board noted the agenda sent out by email was the most correct version and Mike Bonanno moved to approve that agenda; Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

Zoning Permit Applications:

- **Morrison/Giddings – Garage:** The Board noted requested information was not updated and there was no recommendation by ZO Finnegan. John Hakola noted water and electrical service locations should be marked on the plot plan as well. After discussion, Mike Bonanno moved to not accept the application as complete; Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

Review of Zoning Permits Report:

- **Heartt - Deck:** ZO Report: No additional work to property. **ZO Finnegan will get written confirmation of project scope change to complete permit.** Continue to monitor.
- **Drew – Shed:** ZO Report: Pending site visit with applicant. Continue to monitor.
- **Krull – Deck:** Office Report: Extension request letter mailed 10/20/20 – no response to date. The Board agreed **Kristi Garofalo will send 2nd extension request letter via certified mail-return receipt requested and ZO Finnegan will try to contact homeowner.** Continue to monitor.
- **Sheehan – House:** (See additional notes under Ferwerda permit) Continue to monitor.
- **Hakola – Garage:** John Hakola reported project should be complete by permit expiration 12/20/20. Continue to monitor.
- **Bahl – Deck:** ZO Report: Dirtwork preparation begun. Continue to monitor.
- **Ferwerda – House:** ZO Report: Foundation placement reviewed, slight discrepancies to paper plan. Sent email to homeowner regarding difference; no response yet. The Board agreed **ZO Finnegan will contact the homeowner regarding the placement differences.** John Hakola noted the Sheehan and Ferwerda projects should be monitored for soil containment measures; **ZO Finnegan will follow-up on that issue for both projects.** The Board discussed the need for an "as built" plot plan when project is completed and agreed to request one from homeowner. Continue to monitor.
- **Phelps – Shed:** ZO Report: New permit approved 9/17/20 with new shed dimensions. Continue to monitor.
- **Fisk – Garage:** ZO Report: Permit approved 9/17/20. Continue to monitor.
- **Fallon – 2nd Story Deck:** ZO Report: Permit approved 9/17/20. Continue to monitor.
- **Sjolander – Addition:** ZO Report: Permit approved 9/17/20. **ZO Finnegan will sign ZCC as complete.** Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: ZO Finnegan and Mike Bonanno met with the homeowner to discuss property; ZO Finnegan noted home is or will soon be up for sale and some progress has been made to clean up. Continue to monitor.
- **Sorrentino – Cluttered Yard:** Mike Bonanno noted the homeowner is making improvements, including some screening of vehicles. Continue to monitor.
- **Unknown – Camper on Kearsarge:** The Board agreed the camper is gone and the incident should be removed from tracking.
- **Murray – Camper:** The Board agreed the camper is gone and the incident should be removed from tracking.
- **Selent – Car For Sale Sign:** One car is now gone, a new car is in its place. Don Dubrule listed three concerns with the practice – depending on number of car sales, the homeowner needs a commercial license; can't park vehicles on the road right-of-way; and the for sale sign itself is not allowed by zoning ordinance without a temporary sign permit. The Board agreed **ZO Finnegan will contact owner and Don Dubrule will send his research to the Board members.** Continue to monitor.
- **??? Cranmore Lot – Unpermitted Dock:** **ZO Finnegan to investigate.** Continue to monitor.
- **Auction Signs:** The Board discussed the recent tax auction signs remaining throughout the District. Mike Bonanno made a motion to recommend to the Commissioners that for future tax sales the auction company apply for temporary sign permits and that the auction company be responsible for removing them after the sale. Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

New Application Tracking Report: ZO Finnegan shared a new tracking report for permit applications from submission until approval or withdrawal. The Board agreed to start using the tracking report.

New Business:

- **Additional Zoning Officer Staffing:** The Board discussed the future workload for the zoning officer with the increase in permit applications. ZO Finnegan explained issues at his full-time job have been resolved and he will focus on catching up. The Board discussed hiring additional staff for busy times or when ZO Finnegan is not available. Mike Bonanno made a motion to recommend to the Commissioners that a zoning officer assistant be hired; Don Dubrule seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed.

Old Business:

- **Ordinance Amendment– Swimming Pools:** The Board briefly discussed the zoning amendment draft from Planning Consultant Tara Bamford. It was agreed more specifics were needed and would be discussed at the Nov. 19 work session. In the meantime, **Kristi Garofalo will send Don Dubrule's email comment to Tara Bamford for her reference and Polly Bonanno will email suggestions she and John Hakola put together to the Board members.**

Comments of the Public: Randy Berenson asked about the picnic tables placed in the old campground area near the Lodge. **Mike Bonanno will ask Don Drew (Maintenance Manager) about the tables.**

Comments of the Zoning Officer: ZO Finnegan asked about fine enforcement changes and what that would mean for him. The Board agreed **Kristi Garofalo will forward Bob Long's email from legal counsel regarding steps to be taken for fine enforcement to ZO Finnegan and the Board will discuss possible procedure changes at their December meeting.**

Comments of the Board: Don Dubrule asked if the District's legal counsel had an annual municipal law update as done in previous years. **Kristi Garofalo will check with legal counsel for the update.** The Board agreed residents needed to be reminded of the need for permits; **Kristi Garofalo will put reminders in the DMAIL.** Ken Huard said he will turn down his alternate member Board appointment because he wants to make a solid commitment to Board business and his current work load prevents that. He will attend meetings when possible, and hopes to join the Board at a later date.

Next Meeting Dates: Thursday, Dec. 17 at 6:30 pm via Zoom

Adjournment: Mike Roberts moved to adjourn; Mike Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrule – Aye; John Hakola – Aye; motion passed. The meeting adjourned at 8:01 pm.

Respectfully submitted,
Kristi Garofalo