

MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING At the District Office and via Zoom
August 19, 2021
AMENDED AND APPROVED

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

Roll Call: Mike Bonanno, Polly Bonanno, Don Dubrulle, Debbie Fisk and Mike Roberts were present and Mike Bonanno declared a quorum. Zoning Officer Finnegan was also present.

Public Present: In-person: Bob Long. Via Zoom: Bill Clark and Randy Berenson; James Mondo and Jackie Mondo joined after the meeting started.

Approval of Minutes: July 15, 2021: Polly Bonanno moved to approve; Debbie Fisk seconded and motion passed.

Approval of Agenda: Debbie Fisk moved to approve; Don Dubrulle seconded and motion passed.

Zoning Permit Applications:

- **Mondo – New Home:** The Board reviewed the application packet and Zoning Officer Finnegan noted he had not made a site visit or a recommendation. The Board discussed a discrepancy in the front setback dimensions given, whether the property was in the aquifer and a Wetlands Permit was needed, and whether the ground floor square footage met the zoning ordinance requirements. James and Jackie Mondo joined the meeting and after discussion with them, the Board agreed their concerns had been answered, but the zoning officer recommendation was still needed. ZO Finnegan and the applicants agreed to meet on Aug. 22 to make the necessary site visit. Polly Bonanno made a motion to table the application until the zoning officer recommendation is received and consider the application at a special meeting on Thursday, Aug. 26 at 6:30PM. Mike Roberts seconded and the motion passed. Mike Bonanno explained to the applicants that construction work could not begin until the permit was officially approved and the applicants agreed.

Review of Zoning Permits Report:

- **Sheehan – House:** ZO Report: Work site active, permit extension request received from homeowner. The Board noted the permit expired July 1, 2021 and after review of the extension request Mike Bonanno moved to extend the permit expiration date to July 2022. Polly Bonanno seconded and the motion passed. Continue to monitor.
- **Drew – Shed:** ZO Report: No visible progress from road. The Board noted the permit will expire in September and **Mike Bonanno said he will contact the applicant regarding further extension.** Continue to monitor.
- **Bahl – Deck:** ZO Report: No changes to site, extension request received from homeowner. The Board noted the permit expired July 16, 2021 and after review of the extension request Polly Bonanno moved to extend the permit expiration date to July 2022. Don Dubrulle seconded and the motion passed. Continue to monitor.
- **Ferwerda – House:** ZO Report: Owner sent an “as-built” survey to document the stairway placement. The Board discussed correspondence from the home’s neighbor stating their plan to have a survey done. The Board agreed to wait for the survey results to compare the two; they also noted the permit expired August 12, 2021 and agreed a permit extension request letter should be sent to the homeowner. Continue to monitor.
- **Fisk – Garage:** ZO Report: Concrete form was placed, work site active. The Board noted the permit will expire September 25, 2021 and Debbie Fisk said she would send in an extension request. Continue to monitor.
- **Fallon – 2nd Story Deck:** ZO Report: Structure partially framed, work site active. Continue to monitor.
- **Martel – House and Garage:** ZO Report: Pending verification of 2ND driveway permit. Mike Bonanno said he contacted Road Agent Colton Grant about the second driveway but has not heard back. Continue to monitor.
- **Carlson – Shed:** ZO Report: Pending siding. Continue to monitor.
- **Williams – House:** Work site active. Continue to monitor.
- **Heathman – Shed:** Shed delivered/in place. ZO Finnegan noted location may change slightly. Continue to monitor.
- **Fredey – House:** ZO Report: Work site active. Continue to monitor.
- **Hearn – Deck Stairs:** No change to stairs, pending confirmation of intent to paint/stain. **Polly Bonanno will contact the homeowner about their plans.** Continue to monitor.
- **Mantia – House and Garage:** ZO Report: Work site active. Continue to monitor.

- **Davis – House (Hemlock):** ZO Report: Work site active. Continue to monitor.
- **Fernandez/Kane – Stairs:** ZO Report: Continue to monitor. No change to stairs, pending confirmation of intent to paint/stain. Continue to monitor.
- **Stansfield – Shed:** ZO Report: No progress visible from road. Continue to monitor.
- **Mugford – New Home:** ZO Report: Tree work/dirt work begun. Foundation poured. Continue to monitor.
- **Lawler – New Home:** ZO Report: Log home kit on site. Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Fire/Lot Clean Up:** ZO Report: No major changes to site. Mike Roberts noted a letter from the commissioners was sent to the homeowners about the need for lot cleanup. Continue to monitor.
- **Mondo – Green Circle – Tree Clearing:** ZO Finnegan noted the homeowner filed a permit application (see above). The Board agreed to take it off the Incident Tracking Report and put it on the Permit Tracking report.
- **Porter – Lakeside Drive – Trailers/Parking:** ZO Report: No answer at door (several attempts). Continue to monitor.
- **Kelley – Lakeside Drive – Un-Permitted Building:** ZO Report: Front stairs replaced, footing begun to be dug, no one present at property. ZO Finnegan said the homeowner was replacing stairs without changes in dimension or location, and would apply for a permit for other projects in the spring. Continue to monitor.

Review of Application Tracking Report: NONE

New Business:

- **Correspondence – Rollins/Hillyer Letter:** The Board noted receipt of correspondence (see above under Ferwerda). Bob Long noted the survey was done and the Board agreed to wait for the survey results to review.

Old Business:

- **Permit Fee Increases: ***AS AMENDED AND APPROVED**The Board discussed a draft fee schedule created by Don Dubrule, including a fee of \$80 for a special meeting. After the review, Don Dubrule moved to send his fee schedule to the Commissioners with the Board's recommendation. Polly Bonanno seconded and the motion passed.***
- **Second Zoning Officer: *Mike Roberts reported the Commissioners haven't interviewed the one applicant they received for zoning officer as they are waiting more information and then will reach out to the applicant.**AS AMENDED AND APPROVED*****

Comments of the Public: Bob Long used a future project with a unique road layout as an example and asked how the Board handled similar inquiries outside of their meetings. The Board responded that an individual (usually ZO Finnegan) would meet with the property owners and he shares what they can do.

Comments of the Zoning Officer: NONE

Comments of the Board: Mike Roberts shared details of the dock he is planning to replace and asked if he needed a permit if the new dock is the same size in the same location, but different materials. After discussion and noting that NHDES needed to be notified of the material change, the Board agreed a permit was not needed. Don Dubrule brought up a recent ZBA decision made just before zoning ordinance changes were approved at the 2021 Annual Meeting and noted the changes would have affected the original Board decision. He suggested the Board consider not acting on permit application shortly before the Annual Meeting to avoid similar situations in the future. He also suggested the Board consider reviewing their current Rules of Procedure and update them as necessary.

Next Regular Meeting Date: Thursday, September 16 at 6:30 pm.

Adjournment: Polly Bonanno moved to adjourn; Debbie Fisk seconded and motion passed. The meeting adjourned at 7:55 pm.

Respectfully submitted by,
Kristi Garofalo