

MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING At the District Office and via Zoom
October 21, 2021
UNAPPROVED

Call to Order: Chair Mike Bonanno called the meeting to order at 6:30 pm.

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

Public Present: In-person: None. Via Zoom: Bill Clark, Tom Mangels and Zachary Meek of Peak Property Services.

Approval of Minutes:

- **Aug. 19, 2021 as Amended:** Polly Bonanno moved to approve; Don Dubrule seconded and motion passed.
- **Sept. 16, 2021:** Mike Roberts moved to approve; Polly Bonanno seconded and motion passed.

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

Zoning Permit Applications:

- **S. Fredey (New Home):** The Board members agreed they had reviewed the application packet. ZO Finnegan shared his recommendation the permit be approved. Don Dubrule moved to accept the application as complete; Polly Bonanno seconded and motion passed. Mike Roberts moved to approve the application; Polly Bonanno seconded and motion passed. Mike Bonanno signed the permit as approved and ***Kristi Garofalo will send the signed permit documents to Haverhill and to the homeowner.***
- **Daniels/Holt (Roof/Dormer Addition):** The Board members agreed they had reviewed the application packet. Mike Bonanno moved to accept the application as complete; Mike Roberts seconded and motion passed. After discussion and input from Zachary Meek of Peak Property Services, ZO Finnegan shared his recommendation the permit be approved. Polly Bonanno moved to approve the application; Mike Roberts seconded and motion passed. Mike Bonanno signed the permit as approved and ***Kristi Garofalo will send the signed permit documents to Haverhill and to the homeowner.***

Review of Zoning Permits Report:

- **Sheehan – House:** ZO Report: Work site active. Continue to monitor.
- **Bahl – Deck:** ZO Report: No changes to site. Continue to monitor.
- **Ferwerda – House:** ZO Finnegan reported he will set up an in-person meeting with the homeowner to explain setback issues and options for resolution. Continue to monitor.
- **Fisk – Garage:** ZO Report: Portions of framing of garage up. Continue to monitor.
- **Fallon – 2nd Story Deck:** ZO Report: Work site active. Continue to monitor.
- **Martel – House and Garage:** ZO Finnegan reported the Zoning Compliance Checklist is complete. The Board agreed to remove from tracking.
- **Williams – House:** Work site active. Continue to monitor.
- **R. Fredey – House:** ZO Report: Work site active. Continue to monitor.
- **Mantia – House and Garage:** ZO Report: Work site active. Continue to monitor.
- **Davis – House (Hemlock):** ZO Report: Roof completed. Continue to monitor.
- **Stansfield – Shed:** ZO Finnegan reported site visit; no progress. Continue to monitor.
- **Mugford – New Home:** ZO Report: Structure nearly enclosed; work site active. Continue to monitor.
- **Lawler – New Home:** ZO Report: Foundation poured. Continue to monitor.
- **Mondo – New Home:** ZO Report: Building supplies on site. Continue to monitor.
- **Byrnes – Shed: ZO Report:** Stone on site for shed base. Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Fire/Lot Clean Up:** ZO Report: No major changes to site. Mike Bonanno said several truckloads of debris were removed recently. Continue to monitor.
- **Porter – Lakeside Drive – Trailers/Parking:** Office Report: ZO Finnegan drafted a courtesy letter to homeowner and it was mailed 10/05/21. ZO Report: Pending response to letter. Continue to monitor.

- **Area of 271 Bear Road – Tree Clearing:** OIR received 9/12/21. Mike Bonanno contacted owner of lot on Paulsen Circle where tree cutting is taking place and was told the wood is for personal use and in an amount that no timber tax permit is needed. The Board agreed to continue to monitor.
- **Smith – Lakeside Drive:** Driveway permit received. Continue to monitor.
- **French Pond Road – Motor Home:** ZO Report: Winterized motor home on property. Will investigate if it infringes on front setback. Continue to monitor.

Review of Application Tracking Report:

- **S. Fredey – New Home:** Application submitted 9/07/21. ZO Report 10/16/21: Site visit 9/12/21; proposed plan feasible. The Board approved the permit application (see above under “Zoning Permit Applications”).
- **Daniels/Holt – Roof/Dormer Addition:** Application submitted 10/05/21. ZO Report 10/16/21: Modification of roofline/dormer; no impact to current structure footprint. The Board approved the permit application (see above under “Zoning Permit Applications”).

New Business:

- **Planning Board Budget Items/Tara Bamford Correspondence:** The Board reviewed a budget worksheet for 2022 with the following recommendations: 1) 4002-1 Zoning Permits – Polly Bonanno moved to recommend the revenue line be set at \$800; Don Dubrulle seconded and motion passed. 2) 5009-1 Zoning Officer – after discussion, Mike Roberts moved to recommend the line be set at \$5,000; Polly Bonanno seconded and motion passed. 3) 5096-1 Planning Board – Mike Roberts moved to recommend the line be set \$800; Don Dubrulle seconded and motion passed. 4) Planning Board Legal Expenses Capital Reserve Fund – 2022 Deposit – after discussion, Polly Bonanno moved to recommend a 2022 deposit of \$1,000; Don Dubrulle seconded and motion passed. 5) Planning Board Planning Docs Update Capital Reserve Fund – 2022 Deposit – after discussion, Polly Bonanno moved to recommend a 2022 deposit of \$500; Don Dubrulle seconded and motion passed. The Board agreed to table discussion about Planning Consultant Tara Bamford’s assistance in 2022 until after a legal update was received and potential changes reviewed. ***Mike Bonanno will contact Tara Bamford with the Board’s decision and Mike Roberts will contact legal counsel to get the update.***

Old Business:

- **Permit Application Revision:** The Board reviewed a draft of the Zoning Application with the new fee schedule. In discussion, it was agreed ***Mike Bonanno will contact the Town about getting a list of MLD private roads.*** The Board also agreed on the following changes to the Application: 1) Replace the question “Does any part of your property have more than a 15% grade?” with “What is the current grade of the anticipated construction area?” 2) Remove the question “If so, will that area be impacted by construction of this project?” 3) Remove “or special exception” from the question “Will this project require a variance or special exception?” 4) Add “or designee” to the paragraph giving the MLD Zoning Officer authorization to enter the applicant’s property. 5) add signature line for Zoning Officer recommendation. 6) Spell out “Accessory Dwelling Unit” in the fee listing and delete asterisk at bottom of page. ***Kristi Garofalo will revise the draft for the Board to review in November.***

Comments of the Public: NONE

Comments of the Zoning Officer: NONE

Comments of the Board: Mike Bonanno said the Town responded to concerns about the new permit procedure, namely that MLD was not receiving Town information in a timely fashion. He said the Town’s response included their intention to get information to MLD quicker or communicate the reason for any delay.

Next Regular Meeting Date: Thursday, November 18 at 6:30 pm.

Adjournment: Polly Bonanno moved to adjourn; Mike Roberts seconded and motion passed. The meeting adjourned at 8:22 pm.

Respectfully submitted by,
Kristi Garofalo