

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
At the District Office and via Zoom
May 25, 2023
*UNAPPROVED***

Call to Order: Chair John Acker called the meeting to order at 6:41PM.

Roll Call:

- **Board:** John Acker, Mike Bukowski and Robert Roudebush with Zoning Officer Courtney Lantz were present.
- **Public Present In-Person:** Bob Long and Eric Cassidy **Public Present via Zoom:** Ken Huard, Jason Wood and Bill Clark.

Approval of Minutes:

- **Apr. 20, 2023:** Robert Roudebush moved to approve; Mike Bukowski seconded and the motion passed.
- **Mar. 23, 2023:** The Board previously agreed they could not approve the March minutes because they did not have a quorum of members who were at the meeting to vote for approval. They agreed to look for a way to approve them later. Robert Roudebush reported he consulted with NHMA regarding minutes approval and read a section of Robert's Rules of Order that states group members were not required to have attended the meeting in order to approve or amend the minutes. Robert Roudebush moved to approve the March 23, 2023 minutes; Mike Bukowski seconded and motion passed.

Approval of Agenda: Robert Roudebush moved to approve the agenda with the following additions: add the Hoynoski application under Permit Applications, and add New Board Member under New Business. Mike Bukowski seconded and the motion passed.

Zoning Permit Applications:

- **Mora – Shed:** Tabled. ZO Lantz said the homeowner would be in MLD soon to provide further information and the Board agreed the application should remain tabled until receipt of the information.
- **Amer – New Home:** The Board members agreed they reviewed the application packet and ZO Lantz stated she recommended approval. Robert Roudebush moved to accept the packet; Mike Bukowski seconded and the motion passed. Robert Roudebush moved to approve the zoning permit; Mike Bukowski seconded and the motion passed. John Acker signed the Haverhill and MLD applications as approved; ***Kristi Garofalo will email the approvals to Haverhill.***
- **Brissette – Enlarge Deck:** The Board members agreed they reviewed the application packet and ZO Lantz stated she recommended approval. Jason Wood was identified as the contractor for the Brissette project. Mike Bukowski moved to accept the packet; Robert Roudebush seconded and the motion passed. Robert Roudebush moved to approve the zoning permit; Mike Bukowski seconded and the motion passed. John Acker signed the Haverhill and MLD applications as approved; ***Kristi Garofalo will email the approvals to Haverhill.***
- **Hoynoski – Garage:** The Board members agreed they reviewed the application packet and ZO Lantz stated she recommended approval. Mike Bukowski moved to accept the packet; Robert Roudebush seconded and the motion passed. Robert Roudebush moved to approve the zoning permit; Mike Bukowski seconded and the motion passed. John Acker signed the Haverhill and MLD applications as approved; ***Kristi Garofalo will email the approvals to Haverhill.***

Zoning Report Review:

- **Williams – New Home:** ZO Report: Project complete and closed out; will remove from tracking report.
- **R. Fredey – New Home:** ZO Report: Staining needed. Continue to monitor.
- **Stansfield – Shed:** ZO Report: Staining needed. Continue to monitor.
- **Mugford – New Home:** ZO Report: Staining needed. Continue to monitor.
- **S. Fredey – New Home:** ZO Report: Work continues. Continue to monitor.
- **Ferwerda – New Home:** ZO Report: No changes to site. ***ZO Lantz clarified Kristi Garofalo sends extension letters and will ask her to send the extension request letter in this case.*** Continue to monitor.
- **Edwards – New Home:** ZO Report: Owner hopes to be done by June. ***ZO Lantz will ask Kristi Garofalo to send extension request letter.*** Continue to monitor.
- **Jackson – New Home/Garage:** ZO Report: Work continues; should be done by permit expiration. Continue to monitor.
- **Lawler – New Home:** ZO Report: Expiration date is Sept. 2023. Continue to monitor.
- **Expired Ferwerda Permit:** ZO Report: Commissioners are handling now; Bob Long reported a letter from the MLD attorney has gone out to the homeowner requesting a survey to be done and setback measurements shown with a response within 60 days and a daily fine if not completed in that time. Continue to monitor.

- **Koehn – New Home:** ZO Report: No changes to site, just starting to resume work on home. Continue to monitor.
- **Kelley – Porch:** ZO Report: Staining needed. Continue to monitor.
- **Mickel – New Home:** ZO Report: Waiting on house kit. Continue to monitor.
- **Russell – New Home:** ZO Report: Waiting for spring to start excavation and building. Continue to monitor.
- **Sjolander – Garage:** ZO Report: Project is moving along nicely. Continue to monitor.

Zoning Incidents Report Review:

- **Trager – Carr Road – Lean-To structure:** ZO Report: talked to property owner and gave them until May 31 to remove structure and warned next step would be letter from MLD attorney. After discussion, it was agreed that if structure is not removed by May 31, **Robert Roudebush will contact legal counsel to request the letter be sent to the property owner.**
- **LaPierre – Carr Road –Trash/Vehicles:** ZO Report: resident is making progress in cleanup. After discussion, the Board agreed not to send a letter from MLD attorney as homeowner is making efforts to clean lot up. Continue to monitor.
- **Popa – Swiftwater Circle – Clearing:** ZO Report: sent out courtesy letter since property owner did try to contact the Board in a previous rescheduled meeting, no response to letter received. ZO Lantz recommended 2ND NOV be sent. After discussion, the Board agreed **Robert Roudebush will contact legal counsel to request the letter be sent to the property owner.**
- **Other Incidents and OIR Reports:** Bob Long spoke of two properties with long-time unsightly property issues. In discussion, the point was made that part of the ZO duties is to look for zoning ordinance violations in MLD and write up Observation Incidents Reports (OIRs) as needed. The Board also discussed the OIR procedure and agreed to add the 2ND NOV to the process as was done in the past few situations on advice of legal counsel. Bob Long mentioned residents have told him they hesitate to report violations due to fear of retribution, and he encouraged the Board to work as a team to make sure the rules are followed so residents don't have to be fearful. John Acker noted OIRs can be filed anonymously if residents prefer, and that the OIR form can be found on the Planning Board page of the MLD website (www.mountainlakesnh.com).

Old Business:

- **Rules of Procedure:** Robert Roudebush reported he started creating the MLD Rules of Procedure and shared a draft with the Board members present. John Acker encouraged the Board to review the draft for future discussion so the Board can adopt Rules of Procedure in a timely manner.
- **Zoning Ordinance Amendment Suggestions:** The Board discussed ZO Lantz recommendations for ZO amendments and noted she was in a unique position to hear and see the things in the ZO that caused confusion for residents and the Board. The Board agreed to look at ZO Lantz's suggestions, with one suggestion to be on each upcoming meeting agenda.

New Business:

- **New Board Member:** Robert Roudebush introduced Eric Cassidy as a potential Board member and gave a brief outline of his qualifications. Eric Cassidy spoke of his experience in real estate, property management and building, and shared his desire to participate in MLD activities. After discussion, Robert Roudebush made a motion to recommend to the Commissioners that Eric Cassidy be appointed to the Planning Board; Mike Bukowski seconded and the motion passed.

Public Comments: NONE

ZO Comments: ZO Lantz brought up a question from Ken Huard regarding a garage structure he wanted to build. The electric company is scheduled to re-located a pole and guy wire in a couple of months and he asked if he could build the garage without a foundation, then complete the structure and foundation when the electric company finishes the relocation project. The Board discussed the ZO requirement for dwellings to have a full continuous foundation; they questioned whether an unattached garage needed a foundation and agreed the ZO needed clarification on that point. Ken Huard said he has not applied for a permit yet and may put up a temporary structure to get all his items under cover until the electric company finished the relocation.

Board Comments: NONE

Next Meeting Date: Thursday, July 20 at 6:15 pm

Adjournment: Mike Bukowski moved to adjourn; Robert Roudebush seconded and motion passed. The meeting adjourned at 7:25pm.

Respectfully submitted by,
Kristi Garofalo