

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
At the District Office and via Zoom
August 17, 2023
*UNAPPROVED***

Call to Order: Chair John Acker called the meeting to order at 6:15PM.

Roll Call:

- **Board:** John Acker, Mike Bukowski and Robert Roudebush were present in person; Eric Cassidy was present via Zoom (alone) due to being out of town. Chair John Acker declared a quorum present. Zoning Officer Courtney Lantz was also present in person.
- **Public Present In-Person:** Jason Wood, Roger Brissette, and Bob Long
- **Public Present via Zoom:** NONE

Approval of Minutes:

- **July 20, 2023:** Mike Bukowski moved to approve; Robert Roudebush seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed.
- **Approval of Agenda:** Robert Roudebush moved to approve; Mike Bukowski seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed.
- **Rules of Conduct Review:** Robert Roudebush spoke briefly on the Rules of Conduct for Meetings as recently passed by the Planning Board and noted copies were available for those present if needed.

Zoning Permit Applications:

- **Mora – Shed:** Remains Tabled.
- **Popa – House:** Robert Roudebush reported MLD legal counsel is creating a “lawyer’s letter” to be sent to the property owner. The Board agreed to remove to remove the application from the list of applications to be considered and track the issue on the zoning incidents report in the future.
- **Mantia – Shed:** The Board agreed they had all reviewed the file and ZO Lantz recommended approval of the permit. Mike Bukowski moved to accept the application packet as complete; Robert Roudebush seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed. Robert Roudebush moved to approve the application; Mike Bukowski seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed. ***Kristi Garofalo will email the signed applications to Haverhill.***
- **Mugford – Shed:** The Board agreed they had all reviewed the file and ZO Lantz recommended approval of the permit. Robert Roudebush moved to accept the application packet as complete; Mike Bukowski seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed. Mike Bukowski moved to approve the application; Robert Roudebush seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed. ***Kristi Garofalo will email the signed applications to Haverhill.***
- **Brissette – Garage:** Robert Roudebush spoke the Brissette application that was received too late to meet the 14-day submission deadline and of the Brissettes request for an expedited Board meeting to consider their application so the garage project could be started as soon as possible. After a brief discussion, Robert Roudebush noted homeowner previously paid the expedited meeting fee and made a motion to hold an expedited meeting. Mike Bukowski seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed. After discussion, the Board set the expedited meeting for Monday, August 21 at 6:15pm. ***ZO Lantz will visit the site to take measurements, and Kristi Garofalo will post the meeting***

Zoning Report Review: Due to illness, ZO Lantz had difficulty speaking and reported highlights from her written report:

- **Desjardins – Home:** ZO Report: would like to add two porches; ZO Lantz said she took measurements and the requested projects do not extend into the setbacks and recommended approval of the amendment to the permit. Mike Bukowski moved to modify the permit to include the porches; Robert Roudebush seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed.
- **Russell – New Home:** ZO Report: Excavation started. Extension request letter was received. After discussion, Robert Roudebush moved to grant the extension request; Mike Bukowski seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed.
- **Mickel – New Home:** ZO Report: Roof and windows done, working on decking. After discussion, the Board agreed with ZO Lantz’s recommendation to send an extension request letter as the permit expires in September. ***Kristi Garofalo will send an extension request letter.***

Zoning Incidents Report Review: Due to illness, ZO Lantz had difficulty speaking and reported the following highlights from her written report:

- **Popa – Swiftwater Circle – Clearing:** See above under Zoning Permit Applications.
- **Trager – Carr Road – Lean-To structure:** Robert Roudebush said legal counsel is moving forward on a temporary injunction from the court. Continue to monitor.
- **Connelly – Newport Road – Vehicle:** The Board directed ZO Lantz to contact the property owner about the vehicle. Continue to monitor.
- **LaPierre – Carr Road –Trash/Vehicles:** Robert Roudebush said a “lawyer’s letter” is in process for this violation.
- **Yard Signs:** ZO Lantz said all signs were removed. The Board agreed to remove the issue from tracking.
- **Allen – Newport Road – Trash/Décor:** ZO Lantz said she emailed owner and put debris back in garbage bag which is still on the property. The Board directed ZO Lantz to make a site visit to document the violation and contact the owner instructing them to remove the trash bag.
- **Sorrentino – Windsor Lane – Vehicles:** ZO Lantz said she spoke to owner about vehicle parking as was told he would park it behind the house by November 1 after the food truck season is over. After discussion, the Board agreed to continue to monitor.

Old Business:

- **Rules of Procedure:** Robert Roudebush shared a draft of a new section to the Board’s Rules of Procedure titled “Ascending Level of Communication for Perceived Ordinance Violations”. After discussion, the Board agreed they can address issues with the procedure as needed, but it was a good place to start and good to be able to share with the public. Robert Roudebush moved to accept the new section; Mike Bukowski seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed.
- **Master Plan Update:** Mike Bukowski said he was working to familiarize himself with the current Master Plan and will check the MLD website for which version is currently published on there. The Board encouraged him to contact Tara Bamford, MLD planning consultant, for more information about the Master Plan process.

New Business: NONE

Public Comments: NONE

ZO Comments: NONE

Board Comments: Robert Roudebush gave the Board members present the latest draft of the proposed Rules of Procedure for review which included the section approved above. He will also email a copy to Eric Cassidy for review.

Adjournment: Mike Bukowski moved to adjourn; Robert Roudebush seconded. Roll Call Vote: John Acker-Aye, Robert Roudebush-Aye, Mike Bukowski-Aye, Eric Cassidy-Aye. Motion passed. The meeting adjourned at 7:25PM.

Next Meeting Date: Thursday, August 17 at 6:15 pm

Respectfully submitted by,
Kristi Garofalo