

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING AGENDA  
May 25, 2023**

**Call to Order**

**Roll Call**

**Approval of Minutes**

- **April 20, 2023**

**Approval of Agenda**

**Zoning Permit Applications:**

- **Mora – Shed – Tabled**
- **Amer – New Home – Tabled**
- **Brissette – Enlarge Deck**

**Review of Zoning Permits Report**

**Review of Zoning Incidents Report**

**Old Business:**

- **Rules of Procedure – Tabled**

**New Business:**

- **Zoning Ordinance Amendment Suggestions**

**Comments of the Public**

**Comments of the Zoning Officer**

**Comments of the Board**

**Adjourn**

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
At the District Office and via Zoom  
April 20, 2023  
\*UNAPPROVED\***

**Call to Order:** Ex-Officio Commissioner Robert Roudebush opened the meeting at 6:15pm and led a discussion to choose a new Board chair. Mike Bukowski said he felt serving as chair would be a conflict of interest due to his relationship with ZO Lantz; he then nominated John Acker for chair. Robert Roudebush seconded the nomination; John Acker accepted it and agreed to serve as chair.

**Roll Call:**

- **Board:** John Acker, Mike Bukowski and Robert Roudebush with Zoning Officer Courtney Lantz were present.
- **Public Present In-Person:** Mike Bonanno and Pierre Desjardins. **Public Present via Zoom:** Polly Bonanno and two other unidentified Zoom participants.

**Approval of Minutes:**

- **Mar. 23, 2023:** Robert Roudebush moved to approve; Mike Bukowski seconded and motion passed. Mike Bonanno questioned the Board's vote since Robert Roudebush was present at the Mar. 23 meeting, but was not ex-officio or a Board member at that meeting. After discussion, the Board agreed they could not vote to approve the minutes because they did not have a quorum of members who were at the meeting. They agreed to leave the minutes unapproved and look for a way to approve them later.

**Approval of Agenda:** Robert Roudebush moved to approve the agenda; Mike Bukowski seconded and the motion passed.

**Zoning Permit Applications:**

- **Mora – Shed:** Tabled. ZO Lantz said the homeowner was aware additional information was needed and the Board agreed the application should remain tabled until further information was received.
- **Amer – New Home:** The Board members agreed they reviewed the application packet and agreed the application information was not complete. ZO Lantz explained there was no Haverhill driveway permit due to personnel changes in the Highway Department. Mike Bukowski moved to table the application; Robert Roudebush seconded and the motion passed.
- **Desjardins/Rice – 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 as complete; 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.
- **Williams – Shed:** The Board members agreed they reviewed the application packet and ZO Lantz stated she recommended approval. Robert Roudebush moved to accept the packet as complete; 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.

**Zoning Report Review:**

- **Bahl – Deck:** ZO Report: No changes to site. ZO Lantz said homeowner will have to start over with a new permit application since the project changed. After discussion of whether to monitor the home until the new application is received, Robert Roudebush moved to stop monitoring; Mike Buskowsky seconded and the motion passed. **ZO Lantz will stop monitoring and remove it from the tracking report.**
- **Williams – New Home:** ZO Report: Looks complete, will meet with owner with final questions. Continue to monitor.
- **R. Fredey – New Home:** ZO Report: Extension ends 5/19/23, they started cleaning the wood to be stained. The deck is almost done, the windows almost finished. They requested extension to 8/19/23 to complete work. Continue to monitor.
- **Stansfield – Shed:** ZO Report: In the process of moving, staining to be done before 6/17/23. Continue to monitor.
- **Mugford – New Home:** ZO Report: Staining needed; will remind owner they have until 7/15/23. Continue to monitor.
- **S. Fredey – New Home:** ZO Report: Siding needed, deck needs finishing, house is coming along. Continue to monitor.
- **Ferwerda – New Home:** ZO Report: No changes to site. Mike Bukowski moved to send extension request letter, Robert Roudebush seconded and the motion passed. **ZO Lantz will send extension letter.** Continue to monitor.
- **Edwards – New Home:** ZO Report: House is done except staining; garage next; owner hopes to be done by June. Robert Roudebush moved to send extension request letter, Mike Bukowski seconded and the motion passed. **ZO Lantz will send extension letter.** Continue to monitor.
- **Jackson – New Home/Garage:** ZO Report: House and garage done, needs septic. Robert Roudebush moved to send extension request letter, Mike Bukowski seconded and the motion passed. **ZO Lantz will send extension letter.** Continue to monitor.

- **Lawler – New Home:** ZO Report: Septic still not in; will change expiration date to Sept. 2023. Continue to monitor.
- **Expired Ferwerda Permit:** ZO Report: Commissioners are handling now; Robert Roudebush spoke about the issue later in the meeting (see below). Continue to monitor.
- **Koehn – New Home:** ZO Report: No changes to site. Continue to monitor.
- **Kelley – Porch:** ZO Report: Staining to be done soon, waiting for spring. Continue to monitor.
- **Mickel – New Home:** ZO Report: Waiting on house kit to put on the foundation. Continue to monitor.
- **Russell – New Home:** ZO Report: Waiting for spring to start excavation and building. Continue to monitor.
- **Sjolander – Garage:** Missing from tracking report, but after Mike Bonanno asked about it, ZO Lantz said the project is moving along nicely and she will continue to monitor.

#### Zoning Incidents Report Review:

- **LaPierre – Carr Road –Trash/Vehicles:** ZO Report: 2ND NOV was sent; resident is making progress in cleanup-vehicles have been removed, in process of removing the boat, construction materials were removed and still need to remove burnt debris from yard. Continue to monitor.

*ZO Lantz said the 2ND NOV with final notice warning was sent by regular mail and certified mail on the recommendation of MLD legal counsel and stated the 2ND NOV is now part of the NOV procedure. She said she was told by counsel that adding it to the procedure protects the Board and the Zoning Office; the Board noted it also saves money in legal fees.*

- **Trager – Carr Road – Lean-To structure:** ZO Report: 2ND NOV was sent via regular mail and certified mail; no response received. After discussion, Robert Roudebush moved to ask MLD legal counsel to issue a “lawyer’s letter” to the property owner. Mike Bukoski seconded and the motion passed. ***As ex-officio, Robert Roudebush will contact legal counsel to request the letter be drafted and sent to the property owner.***
- **Popa – Swiftwater Circle – Clearing:** ZO Lantz said she drafted a courtesy letter on the recommendation of legal counsel since the property owner did try to attend the meeting that was rescheduled as requested in the NOV sent previously. The Board agreed ***ZO Lantz will send out courtesy letter.***

#### Old Business:

- **Rules of Procedure:** Robert Roudebush offered to research the existing MLD Rules of Procedure, create an updated draft, and send it to all present for review with the intent to have workable Rules of Procedure in the near future. All agreed that ***Robert Roudebush will draft the Rules of Procedure update.***
- **Office of Planning & Development Training:** ***ZO Lantz will attend the spring OPD conference and agreed to report back to the Board on what she learns.*** The Board also discussed the optional certification training from OPD and members agreed they were interested in the training.

#### New Business: NONE

**Public Comments:** Polly Bonanno said a comment was made at the recent Commissioners meeting about the length of time the Board let the Ferwerda issue go unresolved. She said the Board was not responsible for the delay, that they asked for survey information to reach a decision, but the request was refused. Robert Roudebush said the commissioners are now working on the issue; they have the survey and will do their best to resolve the issue for all parties.

**ZO Comments:** ZO Lantz asked about the possibility of having different permits for different projects as residents get confused with the current permit application. The Board asked ***ZO Lantz to make notes on the causes of resident confusion and bring the list to the next meeting.*** ZO Lantz said she has suggestions for zoning ordinance amendments and has been working with planning consultant Tara Bamford to bring them to the Board for consideration. ***The Board agreed to put zoning ordinance suggestions on the agenda for the May meeting.***

**Board Comments:** Robert Roudebush spoke to encourage the Board to adopt goals of consistency and uniformity in handling planning board issues while also allowing for a bit of discretion as needed. He encouraged everyone to come prepared by doing their homework and working together to keep things moving forward. He also thanked John Acker for stepping up to serve as chair.

**Next Meeting Date:** Thursday, May 18 at 6:15 pm

**Adjournment:** Mike Bukowski moved to adjourn; Robert Roudebush seconded and motion passed. The meeting adjourned at 7:32pm.

Respectfully submitted by,  
Kristi Garofalo