

**MOUNTAIN LAKES DISTRICT**  
**PLANNING BOARD MEETING At the District Office and via Zoom**  
**August 25, 2022**  
**\*UNAPPROVED\***

**Call to Order:** Chair Mike Bonanno called the meeting to order at 6:00pm.

**Roll Call:**

- **Board:** Mike Bonanno, Mike Roberts, Don Dubrule and Mike Bukowski were present. Mike Bonanno declared a quorum present. Zoning Officer Courtney Lantz was also present.
- **Public Present In-Person:** Randy Berenson and Darlene Soto.
- **Public Present via Zoom:** None

Mike Bonanno led the Board in a moment of silence for long-time resident and District Treasurer Laraine King who recently passed away.

**Approval of Minutes:**     **July 21, 2022:** Mike Roberts moved to approve; Don Dubrule seconded and motion passed.  
                                  **July 28, 2022:** Mike Roberts moved to approve; Don Dubrule seconded and motion passed.

**Approval of Agenda:** Mike Bonanno moved to remove the Rollins permit application from the agenda because a permit was not needed. Mike Roberts seconded and the motion passed. Mike Bonanno moved to approve the agenda with the change; Mile Rproberts seconded and the motion passed.

**Zoning Permit Applications:**

- **Russell – New Home:** The Board reviewed the application packet and noted there was no recommendation from the zoning officer and no plot plan in the file. ZO Lantz said she tried to contact applicant but did receive a response. Mike Bonanno asked twice for a motion to consider the application complete. There being no motion to accept as complete, the file was not accepted. ***ZO Lantz will contact the applicant for missing information.***
- **Saymon – Screen and Roof Deck:** The Board reviewed the application packet and noted there was no plot plan. The porch was screened and a roof added, with the roof extending 22 inches past the deck. Mike Bonanno asked twice for a motion to consider the application complete. There being no motion to accept as complete, the file was not accepted. ***ZO Lantz will contact the applicant for missing information.***
- **Soto – Gazebo:** The Board reviewed the application packet and noted there was no recommendation from the zoning officer and incomplete dimensions and north was not noted on the plot plan. ZO Lantz explained the applicant wants a variance to put the gazebo on the graveled edge of the driveway to avoid digging up the lawn and possibly interfering with the septic. ZO Lantz and the applicant filled in missing information on the plot plan and ZO Lantz signed the application as not recommended. After discussion, Mike Roberts moved to accept the application as complete, Don Dubrule seconded and the motion passed. Mike Roberts moved to deny the permit application due to the front setback violation. Mike Bukowski seconded and the motion passed. Mike Bonanno declared the application denied and explained to the applicant that she needed to apply for a variance from the ZBA.

**Permit Extension Requests:**

- **Mugford:** Permit extension request received, but applicant did not specify the length of time needed. The Board agreed to table the request and ***ZO Lantz will contact applicant for written amount of time needed.***
- **Lawler:** Permit extension request received, but applicant did not specify the length of time needed. The Board agreed to table the request and ***ZO Lantz will contact applicant for written amount of time needed.***

**Planning Consultant:** Mike Bonanno said he will confirm with Tara Bamford that she will be at the September meeting. In discussion, the Board agreed they will consult with Tara Bamford about adding language regarding personal wireless/cell phone towers to the zoning ordinance and also adding time limits for lot cleanup after tree cutting.

**Review of Incidents Report:**

- **Rutherford – Valley Road – Yard Clean:** ZO Report: Noticed equipment on property, tree pieces moved and clean up commencing. Continue to monitor.
- **Popa – Swiftwater Circle – Clearing:** ZO Report: Drove by site, excavator gone, still trying to reach landowner. Continue to monitor.
- **Saymon – Windsor Lane – Work w/o Permit:** ZO Report: Owner filed application, see above. Continue to monitor.
- **Russell – Swiftwater Circle – Brush Pile:** ZO Report: Owner filed application, see above. ***Mike Bonanno to contact NH Forest Ranger about when notice was sent to landowner about the brush pile.*** Continue to monitor.

- **Belanger – Lodge Lane – Brush Piles:** ZO Report: brush piles and camper incidents resolved. Remove from report.
- **Lapierre – Carr Road – Yard Trash/Vehicles:** ZO Report: Owners are working on clean up, then will put up fence. Continue to monitor.
- **Mora – Valley Road – Shed:** ZO Report: Working with owners on permit application for the shed. Continue to monitor.
- **Cronin – French Pond – Equipment/Landscaping:** ZO Report: New steps and rock wall to stop erosion being put in. Continue to monitor.
- **Valade – Westview Drive – Skidder:** ZO Report: Skidder has been removed from the property. Continue to monitor.

#### **Review of Zoning Permits Report:**

- **Bahl – Deck:** ZO Report: Deck partially done, extension letter sent, no response. Continue to monitor.
- **Williams – New Home:** ZO Report: Expiration extended to 5/9/2023. Continue to monitor.
- **R. Fredey – New Home:** ZO Report: Expiration extended to 5/9/2023. Continue to monitor.
- **Stansfield – Shed:** ZO Report: Expiration extended to 6/17/2023. Continue to monitor.
- **Mugford – New Home:** Extension request on hold, see above. Continue to monitor.
- **S. Fredey – New Home:** Extension request letter sent 6/21/22. Continue to monitor.
- **Ferwerda – New Home:** ZO Report: No changes to site. Continue to monitor.
- **Edwards – New Home:** ZO Report: Foundation in place, construction in progress. Continue to monitor.
- **Jackson – New Home/Garage:** ZO Report: Materials on site, foundation held up. Discussion was raised about site condition while waiting for foundation. The Board agreed **ZO Lantz will contact owner regarding foundation time line and moving trailer back and/or screening.**
- **Lawler – New Home:** Extension request on hold, see above. Continue to monitor.
- **Expired Ferwerda Permit:** ZO Report: Neighbors are having surveyor reset boundary pin and mark boundary to measure step location. Continue to monitor.
- **Koehn – New Home:** ZO Report: Foundation is in. The Board agreed the applicants could not live in the basement while building. Continue to monitor.
- **Mickel – New Home:** ZO Report: Owners are working on application, waiting on building plan, may live in RV while building. The Board directed ZO Lantz to tell the owners they cannot have the RV on the lot until building. Continue to monitor.

#### **Old Business:**

- **Rules of Procedure:** Don Dubrule said he is working on wording change suggestions regarding the Board's duties. The Board agreed to table the subject until the October meeting since Tara Bamford will be at the September meeting.

#### **New Business:**

- **Meeting Reschedule Process:** ZO Lantz said she was not aware of the meeting date change until it was already done and asked if members could be consulted before a change to make sure it fit their schedule. Mike Bonanno said the meeting date doesn't change often and he will make sure a note is added to future notices to let him know if a new date does not work for a member.
- **State Land Use Education:** Mike Roberts shared information about the planning guide from the state and recommended members make a copy of the exam and then work through the guide to find the answers.
- **Fee Reviews:** Don Dubrule suggested the Board set a specific time to review permit fees. After discussion, Don Dubrule made a motion to review the fees annually; Mike Bukowski seconded and the motion passed. After further discussion regarding the need to set a definite time each year to review fees, Don Dubrule retracted his original motion and moved to review fees annually in May to keep up with inflation. Mike Bonanno seconded and the motion passed.

**Comments of the Zoning Officer:** ZO Lantz told the Board she will continue to work to monitor and close permits.

**Comments of the Public:** Randy Berenson asked about the time frame for the MLD Master Plan update and Mike Bonanno told him the state requires updates every 5 to 10 years.

**Comments of the Board:** Mike Bonanno welcomed Mike Bukowski as a new regular member of the Planning Board.

**Next Meeting Date:** Thursday, Sept. 15 at 6:00 pm.

**Adjournment:** Mike Roberts moved to adjourn; Mike Bukowski seconded. Motion passed and the meeting adjourned at 7:10 pm.

Respectfully submitted by,  
Kristi Garofalo