

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
December 19, 2019
*UNAPPROVED***

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

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

Public Present: Cheryl Hakola

Approval of Minutes

- **November 21, 2019:** Mike Roberts moved to approve; Mike Bonanno seconded, and motion passed.

Approval of Agenda: Mike Bonanno moved to approve the agenda; Don Dubrule seconded and the motion passed.

Zoning Permit Applications:

- **Fallon – Deck/Porch:** ZO Finnegan gave a plot drawing and a draft of a letter to the homeowner to the Board members for their review. After discussion, Mike Roberts moved that the letter to be signed by ZO Finnegan and mailed via both regular mail and certified mail, return receipt requested. Mike Bonanno seconded and the motion passed. ***Kristi Garofalo will prepare the letter for ZO Finnegan to sign, then mail via regular mail and C-RRR.***
- **Bazonski – Deck Stairs:** ZO Finnegan reported he visited the site and his measurements show the deck stairs are well within the required setbacks. After discussion, John Hakola moved to accept the permit application as complete; Mike Bonanno seconded and the motion passed. Don Dubrule moved to approve the permit application; Mike Bonanno seconded and the motion passed. ***Kristi Garofalo will fax the approved permit to Haverhill for their records.***

Review of Zoning Permits Report:

- **Heartt - Deck:** ZO Report: Homeowners will decide shortly if project will be resumed in the spring. Continue to monitor.
- **Drew – Shed:** ZO Report: No visible progress from the road. Continue to monitor.
- **Krull – Deck:** ZO Report: No additional progress. Continue to monitor.
- **Sheehan – House:** ZO Report: No additional progress. The Board noted the Town of Haverhill was monitoring the driveway permit. Continue to monitor.
- **Cox – Garage:** ZO Report: Structure complete, pending measurements. Continue to monitor.
- **Hakola – Garage:** ZO Report: Exterior work continues, windows installed. Continue to monitor.
- **Carman – House:** ZO Report: No further progress on site. Continue to monitor.

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: No clutter added to yard. Continue to monitor.
- **Sorentino – Cluttered Yard:** ZO Report: 3 vehicles, 5 trailers sighted 12/01; 2 vehicles, 5 trailers sighted 12/15. After discussion, the Board agreed members would individually drive by the site and discuss their impressions and options at the next meeting. Continue to monitor.

New Business: NONE

Old Business:

- **Implementation Needs:** Don Dubrulle noted they still didn't have all the references quoted or referred to in the new zoning ordinance. He also noted planning consultant Tara Bamford was available to assist the Board at no cost as part of their prior agreement and she had provided an email with many references. After discussion, the Board agreed to specifically review the stormwater and private roads references provided by Tara Bamford and discuss them at their next meeting.
- **Swimming Pools:** The Board discussed an email from alternate member Tom Eighmy and agreed to further review his research for discussion at their next meeting. ***Kristi Garofalo will scan hard copies of Tom Eighmy's information and email it to all Board members with a reminder to please review it for the January meeting.***
- **Permit Application Form:** The Board discussed the current MLD permit application form and noted the following potential revisions:
 1. "Sec. 901" in the first paragraph is an incorrect reference with the new zoning ordinance.
 2. Add a section specifying applicant consent to enter property for the purposes of monitoring the work associated with the permit.
 3. Include a section regarding lot grade for the steep slope overlay applicability.
 4. Survey requirement – the Board discussed whether a lot survey should be required and agreed to further discuss the subject at their February meeting.

Mike Bonanno reported he spent time with Haverhill employee Connie Sleath discussing the Haverhill's permit process and the possibilities of combining/including the Haverhill building permit application with the MLD application packet. After discussion of the application timeline (i.e. which entity should approve the permit first) and tracking/monitoring concerns, the Board noted Haverhill is currently updating their forms and they will discuss the matter further after they are updated. In the meantime, ***Mike Bonanno will talk to Haverhill to find out more about their process.***

Comments of the Public: NONE

Comments of the Zoning Officer: NONE

Comments of the Board: NONE

Next Meeting Dates: Next meeting to be Thursday, January 16, 2020 at 6:30PM at the District Office.

Adjournment: Mike Bonanno moved to adjourn; Mike Roberts seconded. The meeting adjourned at 7:40 pm.

Respectfully submitted,
Kristi Garofalo