

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
At the District Office and via Zoom
February 16, 2023
*UNAPPROVED***

Call to Order: Acting Chair Don Dubrule opened the meeting at 6:10 pm.

Roll Call:

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

Approval of Minutes:

- **Jan. 12, 2023:** Mike Roberts moved to approve; Mike Bukowski seconded and motion passed.
- **Jan. 24, 2023:** Mike Roberts moved to approve; Mike Bukowski seconded and motion passed.

Approval of Agenda: Don Dubrule added Zoning Officer Schedule to New Business; Mike Roberts added Auction Sale Signs and Fees to New Business. Mike Bukowski moved to approve the agenda with the additions; Mike Roberts seconded and the motion passed.

Zoning Permit Applications:

- **Mora – Shed:** Tabled. ZO Lantz said she plans to contact the homeowner in March.

Permit Report Review:

- **Bahl – Deck:** ZO Report: Informed Mr. Bahl he needs to resubmit permit application since project has changed.
- **Williams – New Home:** ZO Report: Will contact homeowner to document completion. Continue to monitor.
- **R. Fredey – New Home:** ZO Report: House not stained or coated; will contact in March. Continue to monitor.
- **Stansfield – Shed:** ZO Report: Shed not yet stained. Continue to monitor.
- **Mugford – New Home:** ZO Report: House not stained or coated; will contact in March. Change report expiration date to 2023. Continue to monitor.
- **S. Fredey – New Home:** ZO Report: Building in progress. Change report expiration date to 2023. Continue to monitor.
- **Ferwerda – New Home:** ZO Report: No changes to site. Will contact in March. Continue to monitor.
- **Edwards – New Home:** ZO Report: House is up, septic is in, work continues on house. Will need extension. Continue to monitor.
- **Jackson – New Home/Garage:** ZO Report: House is up, septic is in, garage in process, staining to be done. Continue to monitor
- **Lawler – New Home:** ZO Report: House is up, septic not in yet. Will contact in March. Change report expiration date to 2023. Continue to monitor.
- **Expired Ferwerda Permit:** ZO Report: Spoke to abutters on 1/15/23, they want another survey. ZO Lantz will contact them for updates. The Board discussed ways to make boundary markers more permanent; ZO Lantz will pass along ideas to abutters. Continue to monitor.
- **Koehn – New Home:** ZO Report: No changes to site. Continue to monitor.
- **Kelley – Porch:** ZO Report: Porch, windows and doors are all done, needs staining. Continue to monitor.
- **Mickel – New Home:** ZO Report: No changes to site. Customized home plan needed. Continue to monitor.
- **Russell – New Home:** ZO Report: No changes to site. After discussion, the Board directed ZO Lantz to send a Notice of Violation for not filing for MLD permit and not having a driveway permit before septic installation. **ZO**

Lantz will draft letter giving property owner 30 days to correct violation and send it to the office to be mailed certified-return receipt requested. Continue to monitor.

Incidents Report Review:

- **LaPierre – Carr Road –Trash/Vehicles:** ZO Report: Drafted NOV letter; ***ZO Lantz will send it to the office to be put on letterhead and mailed certified-return receipt requested.*** Continue to monitor.
- **Popa – Swiftwater Circle – Clearing:** ZO Report: ***ZO Lantz drafted a letter to owner requesting information on project plans and will send it to the office to be put on letterhead and mailed certified-return receipt requested.*** Continue to monitor.

Old Business:

- **Rules of Procedure:** Tabled
- **Solar Panels:** The Board discussed that rooftop solar panels are exempt from height restrictions in the MLD zoning ordinance and the Board agreed they thought solar panels fell in the building permit category, rather than the zoning permit category. Don Dubrule said he directed the office to return the recent solar panel permit fee to the homeowner and added that he signed off on the Haverhill permit on behalf of MLD. Don Dubrule moved to do nothing for solar panel projects on roofs; Mike Bukowski seconded and the motion passed.

New Business:

- **Zoning Officer March Schedule:** ZO Lantz said she will be out of town March 9 to 21. She suggested the Mar. 16 meeting be moved to Mar. 23 or Board members could send her updates for her reports and she would attend the meeting via Zoom. After discussion, it was agreed ***Don Dubrule will send updates to ZO Lantz on the Edwards project and John Acker will send her updates on the Jackson project. ZO Lantz will complete the reports and send to Kristi Garofalo for the meeting packet.***
- **Auction Sale Signs and Fees:** Mike Roberts passed along a suggestion from the commissioners meeting that the Board consider increasing the temporary sign fee for auction signs. After discussion, Don Dubrule moved to create a special category for tax sale auction signs, to set the deposit/fee at \$50 per sign, and to require that the signs be removed within 5 business days of the auction or the fee would be kept by MLD to cover the costs of removing the signs. Mike Bukowski seconded and the motion passed.

Public Comments: Randy Berenson asked about the Swiftwater property where a septic system was installed without a zoning permit. As noted above, the Board directed ZO Lantz to send a NOV with a 30-day deadline for the property owner to correct the violation. Mike Bonanno said NH House Bill 1021 and 1661 require Planning Board and Zoning Board of Adjustment members to be certified and there can be fines for decisions made if the members are not certified. He will send information to Don Dubrule for review.

ZO Comments: ZO Lantz repeated the decision made earlier in the meeting that Don Dubrule and John Acker will provide her with project updates as agreed above; and she will contact homeowners and do her reports, then attend the Mar. 16 meeting via Zoom.

Board Comments: Don Dubrule noted Board meetings will start at 6:15PM to make it easier for all to attend.

Next Meeting Date: Thursday, Feb. 16 at 6:15 pm

Adjournment: John Acker moved to adjourn; Mike Roberts seconded and motion passed. Meeting adjourned at 7:40pm.

Respectfully submitted by,
Kristi Garofalo