

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
At the District Office and via Zoom
July 20, 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 with Zoning Officer Courtney Lantz were present.
- **Public Present In-Person:** Randy Berenson and Pierre Desjardins
- **Public Present via Zoom:** Bill Clark

Approval of Minutes:

- **June 15, 2023:** Robert Roudebush moved to approve; Mike Bukowski seconded and the motion passed.
- **June 29, 2023:** Robert Roudebush moved to approve; Mike Bukowski seconded and the motion passed.

Approval of Agenda: Robert Roudebush moved to approve; John Acker seconded and the motion passed.

Zoning Permit Applications:

- **Mora – Shed:** Tabled. ZO Lantz said new paperwork is needed if the homeowner decides to continue the project.
- **Popa – House:** The Board members agreed the application packet was incomplete. Robert Roudebush moved to instruct ZO Lantz to contact Mr. Popa to inform him the submitted application package was unacceptable and give him 30 days to submit complete application including fees and plans; and if not received, after 30 days MLD will no longer contact the property owner, but will move forward with legal action. John Acker seconded. Robert Roudebush and John Acker voted Aye; Mike Bukowski voted Nay. After further discussion, Robert Roudebush amended the motion to move forward with legal action immediately instead of 30 days and direct ZO Lantz to notify the applicant of the Board's intention to do so. John Acker seconded and the motion passed unanimously.

Zoning Report Review:

- **Koehn – New Home:** Extension request was received and Board agreed to extend the permit to August 2024.
- **Sjolander – Garage:** ZO Report: Roof is on, some windows are in, siding in process. Continue to monitor.
- **Desjardins – Home:** ZO Report: would like to add two porches; ZO will get measurements and may need new permit rather than amend current permit. Continue to monitor.
- **Stansfield – Shed:** ZO Report: Project complete. Mike Bukowski moved to close out and remove from report. Robert Roudebush seconded and the motion passed.
- **Mugford – New Home:** ZO Report: No changes. ***ZO Lantz will ask Kristi Garofalo to send extension request letter.*** Continue to monitor.
- **S. Fredey – New Home:** ZO Report: Roof finished; siding and deck to be done. Continue to monitor.
- **Ferwerda – New Home:** ZO Report: No changes to site. Continue to monitor.
- **Jackson – New Home/Garage:** ZO Report: Extension request sent; will check for response. Continue to monitor.
- **Lawler – New Home:** ZO Report: Septic installation in process. Continue to monitor.
- **Kelley – Porch:** ZO Report: In process. Continue to monitor.
- **Williams – Shed/Lean-To:** ZO Report: Framing has started. Continue to monitor.
- **Mickel – New Home:** ZO Report: House is up, some windows in, roof in process. Continue to monitor.
- **Russell – New Home:** ZO Report: Contractor trouble, but excavation started. Will check for extension request response. Continue to monitor.
- **Brissette – Deck:** ZO Report: The deck is built, needs painting, waiting on railing confirmation. Continue to monitor.
- **Amer – New Home:** ZO Report: Trees removed; excavation started, building materials on site. Continue to monitor.
- **Hoynoski – Garage:** ZO Report: Schulz did excavation; garage not up yet. Continue to monitor.

- **Kerin – Garage:** ZO Report: Permit approved 6/29/23; no changes to site. Continue to monitor.

Zoning Incidents Report Review:

- **Popa – Swiftwater Circle – Clearing:** See above under Zoning Permit Applications.
- **Trager – Carr Road – Lean-To structure:** Robert Roudebush said the violation had not been remedied as of his recent visit and he gave legal counsel the approval to move forward on a temporary injunction from the court. Continue to monitor.
- **Connelly – Vehicle:** ZO Report: ZO Lantz will email property owner for removal of vehicle. Continue to monitor.
- **LaPierre – Carr Road –Trash/Vehicles:** ZO Report: Turned over to Robert Roudebush to resume efforts to request on a “lawyer’s letter”. Robert Roudebush said he will move forward on this violation issue next. Continue to monitor.
- **Yard Signs:** ZO Report: Yard signs reported; will contact two homeowners and contact a realtor for the third time about the need to remove them.

Old Business:

- **Rules of Procedure:**
 - Robert Roudebush gave Board members the latest draft of the proposed Rules of Procedure for review.
 - A recent inquiry asked whether a temporary garage structure needed a permit. After discussion, the Board agreed it did need a permit, but necessary documents can be noted as “on file” for certain items. The Board also noted the permit fee for garages (temporary or permanent), is \$200 according to the price list. **ZO Lantz will check the homeowner’s file for needed info and contact owner with the fee and document information.**
 - Robert Roudebush shared Rules of Conduct During Public Meetings as adopted by the MLD Commissioners for their meetings and suggested the Board adopt a slightly modified version of them for Board meetings as well. Mike Bukowski moved to adopt the Rules of Conduct for Planning Board meetings; Robert Roudebush seconded and the motion passed. The Rules of Conduct will be addressed at the start of Board meetings and **Robert Roudebush will make written copies available for the public at the next meeting.** The Board discussed handling public comments and questions and agreed on the importance of listening and responding to public input while maintaining decorum and getting the Board’s work done. Bill Clark asked about the time limit of three minutes and noted permit application presentations might take longer than that limit. The Board members agreed public comments would fall under the three-minute limit; and at the Board’s discretion, application presentations could run longer if needed.

New Business: NONE

Public Comments: Randy Berenson asked about future work on the MLD Master Plan. The Board thanked him for the reminder and agreed to look into the process. **Mike Bukowski offered to take the lead on the researching the master plan process; he will bring recommendations to the Board for review and approval, and he will contact planning consultant Tara Bamford for information on the process.**

ZO Comments: NONE

Board Comments: NONE

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

Adjournment: Robert Roudebush moved to adjourn; Mike Bukowski seconded and motion passed. The meeting adjourned at 7:36PM.

Respectfully submitted by,
Kristi Garofalo