

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
At the District Office and via Zoom
June 15, 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:** Eric Cassidy (prospective Board member), Randy Berenson and Mike Bonanno
- **Public Present via Zoom:** Bill Clark, Jordan Munro, and Polly Bonanno.

Approval of Minutes: May 25, 2023: Robert Roudebush moved to approve; Mike Bukowski seconded and the motion passed.

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

Zoning Permit Applications:

- **Mora – Shed:** Tabled. ZO Lantz said she will attempt to contact the homeowner and if not able to reach them, the permit will expire and the applicant will need to submit a new one.
- **Munro – Deck:** The Board members agreed they reviewed the application packet and ZO Lantz stated she recommended approval. Robert Roudebush moved to accept the packet; Mike Bukowski seconded and the motion passed. Robert Roudebush moved to approve the application; Mike Bukowski seconded and the motion passed. ***Kristi Garofalo will email the approvals to Haverhill.***

Zoning Report Review:

- **Sjolander – Garage:** ZO Report: Concrete pad is in; framing is being worked on; half the roof is on. Continue to monitor.
- **Desjardins – Home:** ZO Report: Excavation has begun for the basement to go in. Continue to monitor.
- **R. Fredey – New Home:** ZO Report: staining is done, project complete. Mike Bukowski moved to close out the permit and remove it from the tracking report. Robert Roudebush seconded and the motion passed.
- **Stansfield – Shed:** ZO Report: Will be at MLD and have staining materials to finish. Continue to monitor.
- **Mugford – New Home:** ZO Report: No changes; will contact with reminder or expiration 7/15/23. Continue to monitor.
- **S. Fredey – New Home:** ZO Report: Siding, roof still need to be done. Extension expires 10/21/23. Continue to monitor.
- **Ferwerda – New Home:** ZO Report: Started some excavation for the driveway, extension letter sent 6/1, reply received. Mike Bukowski moved to extend permit to June of 2024; Robert Roudebush seconded and the motion passed. Continue to monitor.
- **Edwards – New Home:** ZO Report: Extension letter was sent, but project is finished. Robert Roudebush moved to close out the permit and remove it from the tracking report. Mike Bukowski seconded and the motion passed.
- **Jackson – New Home/Garage:** ZO Report: All done except staining. ***ZO Lantz will ask Kristi Garofalo to send extension request letter.*** Continue to monitor.
- **Lawler – New Home:** ZO Report: Septic is the only thing to be done. Continue to monitor.
- **Expired Ferwerda Permit:** ZO Report: stairs in question have been removed. Robert Roudebush moved to close out the permit and remove it from the tracking report. Mike Bukowski seconded and the motion passed.
- **Koehn – New Home:** ZO Report: They have commenced building; will probably need extension. ***ZO Lantz will ask Kristi Garofalo to send extension request letter.*** Continue to monitor.
- **Kelley – Porch:** ZO Report: Needs stain. Continue to monitor.
- **Williams – Shed/Lean-To:** ZO Report: Posts are up, still in process. Continue to monitor.
- **Mickel – New Home:** ZO Report: Log kit in, sides are up, needs roof, windows, doors and staining. Continue to monitor.
- **Russell – New Home:** ZO Report: No change to site. Mike Bukowski moved to send an extension request letter; Robert Roudebush seconded and the motion passed. ***ZO Lantz will ask Kristi Garofalo to send extension request letter.*** Continue to monitor.
- **Brissette – Deck:** ZO Report: The deck is built, just needs painting, waiting on railing confirmation. Continue to monitor.
- **Amer – New Home:** Some trees cleared; no new changes to site. Continue to monitor.
- **Hoynoski – Garage:** Tuff Shed will do the work, no changes to the site. Continue to monitor.

Zoning Incidents Report Review:

- **Popa – Swiftwater Circle – Clearing:** ZO Report: 2ND NOV sent out regular mail 6/12/23 and via Certified on 6/13/23; has 30 days to respond. be sent. Robert Roudebush collected info and built a packet of documents for legal counsel for a “lawyer’s letter” be sent to the property owner. Continue to monitor.
- **Trager – Carr Road – Lean-To structure:** Robert Roudebush contacting legal counsel with collected info and documents to request a “lawyer’s letter” be sent to the property owner. Continue to monitor.
- **Connelly – Vehicle:** ZO Report: OIR filed for White Ford Expedition, no plates, on property; attempted courtesy contact. **ZO Lantz to draft letter and send to office: Kristi Garofalo will send letter with copy to ZO Lantz.** Continue to monitor.
- **LaPierre – Carr Road –Trash/Vehicles:** ZO Report: there is still stuff in yard, no further progress. After discussion, the Board agreed to resume efforts to request a “lawyer’s letter” be sent to the property owner. Continue to monitor.

Old Business:

- **Rules of Procedure:**
 - Robert Roudebush read a suggested procedure for responding to questions forwarded to the Board by the office in which ZO Lantz would use her best judgement in answering the inquiries and bring those she is uncertain about to the Board for discussion. In her responses, she will copy Board members, the District Administrator and the chair of the Board of Commissioners. Mike Bukowski moved to make the suggested procedure a temporary working procedure; Robert Roudebush seconded and the motion passed.
 - Robert Roudebush read information to remind the Board no decisions should be made outside of a public meeting and communication including email and texts should be for information-sharing only.
- **Zoning Ordinance Amendment Suggestions:** ZO Lantz said she will provide proposed ZO amendments to the Board members for consideration.

New Business:

- **Replies to Recent Email Inquiries:** Robert Roudebush shared recent residents’ questions received for Board response:
 - The Board agreed a small detached wood shed would need a permit; **ZO Lantz will contact the homeowner.**
 - The Board agreed no temporary or permanent steel storage containers could be placed on lot; **ZO Lantz to contact the homeowner.**
 - The Board discussed whether a permit was needed for generator installation, then Robert Roudebush made a motion that a permit was not needed for generator installation as long as setback distances are observed; Mike Bukowski seconded and the motion passed. **ZO Lantz will contact the homeowner.**

Public Comments: Randy Berenson suggested the Board should develop a better time frame for incident resolutions. ZO Lantz said courtesy letters were sent within 10 days; if no response, then an NOV is sent certified mail. If needed a second NOV is sent by regular and certified mail with a warning that a lawyer’s letter will follow. Randy Berenson asked how many more days before the Swiftwater Circle incident is resolved; Robert Roudebush said the Board is working on resolution of that incident as previously discussed in the meeting. Mike Bonanno suggested announcing at the beginning of the meeting whether the Board would follow Robert’s Rules of Order or some other meeting procedure model. Robert Roudebush thanked him for the suggestion and said the subject is on his list for consideration in the Board’s Rules of Procedure that are being drafted.

ZO Comments: ZO Lantz asked about holding a special meeting to consider a permit application for a garage that was turned in too late for this meeting, but the homeowner wanted to get started as soon as possible and was willing to pay the expedited meeting fee. The Board discussed meeting posting requirements and Board member availability, then agreed **ZO Lantz will contact the applicant regarding the time frame needed and Chair John Acker will contact the office to determine posting requirements and to set a date for a special meeting.**

Board Comments: Robert Roudebush thanked those present for their attention, participation and thinking process.

Next Meeting Date: Thursday, July 20 at 6:15 pm

Adjournment: Robert Roudebush moved to adjourn; Mike Bukowski seconded and motion passed. The meeting adjourned at 8:25pm.

Respectfully submitted by,
Kristi Garofalo