

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING VIA ZOOM VIDEO CONFERENCING
May 21, 2020
*UNAPPROVED***

Chair Mike Bonanno read a statement that the Board was authorized to meet electronically due to the declared state of emergency (COVID-19), that the meeting had been properly noticed and information given to the public on how to join the meeting via Zoom Video Conferencing, and that all votes would be by roll call, in accordance with the provisions of the Governor's emergency order.

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

Roll Call: Board members Mike Bonanno, Polly Bonanno, Mike Roberts, Don Dubrulle and John Hakola, along with alternate member David Martella, were present via Zoom and all stated they were alone except John Hakola who was joined by his wife, Cheryl. Zoning Officer "Finn" Finnegan and District Administrator Kristi Garofalo were also present (alone) via Zoom.

Public Present: Cheryl Hakola

Annual Board Elections: Don Dubrulle nominated Mike Bonanno for Chair, Mike Roberts seconded and Mike Bonanno accepted. There being no other nominations, Mike Bonanno was declared Chair. Mike Bonanno nominated Don Dubrulle as Vice Chair, John Hakola seconded and Don Dubrulle accepted. There being no other nominations, Don Dubrulle was declared Vice Chair.

Approval of Minutes

- **Feb. 13, 2020:** Mike Roberts moved to approve; Don Dubrulle seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed.

Approval of Agenda: Mike Bonanno moved to approve the agenda; Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed

Zoning Permit Applications:

- **Fallon – Deck/Porch:** Kristi Garofalo said the report for legal counsel is not done, but will be done before the next meeting.
- **Porter – Shed:** The Board reviewed the application packet. Several members noted their site visit showed the lot to be congested with structures present but not shown on the submitted drawing. They also noted the septic location was not shown on the drawing and slope information was not given as required by the new steep slope overlay section of the zoning ordinance. After discussion, Don Dubrulle moved to table the application for more information, specifically a drawing with all structures and septic location shown along with the necessary slope information. Polly Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed. ***Zoning Officer Finnegan will contact the homeowner for the necessary information to complete the application and drawing.***
- **Willey – Shed:** The Board reviewed the application packet. After discussion, John Hakola moved to approve the permit; Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed. ***Kristi Garofalo will fax the approved permit to Haverhill and notify the homeowner.***

Review of Zoning Permits Report:

- **Heartt - Deck:** ZO Report: Work complete with exception of front porch removal. The Board noted the permit expired May 16. Mike Bonanno moved to extend the permit for three months due to the COVID-19 situation; Mike Roberts seconded. After further discussion, Mike Bonanno moved to amend his motion to extend the permit for four months and include all expired permits (Heartt, Drew and Krull) due to the COVID-19 situation. Mike Roberts seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed. ***Zoning Officer Finnegan will contact this homeowner regarding future plans; Kristi Garofalo will notify all affected homeowners of the extension of their permits.*** Don Dubrulle asked if the four-month extension made the possible total permit length two years and four months, or if it remains at two years per the zoning ordinance. All agreed it remains at two years total (one year plus one-year extension if requested).
- **Drew – Shed:** ZO Report: No visible progress from road. Permit extended four months as noted above. ***Kristi Garofalo will ask Don Drew to contact Zoning Officer Finnegan regarding his plans.*** Continue to monitor.
- **Krull – Deck:** ZO Report: No visible progress. Permit extended four months as noted above. ***Kristi Garofalo will draft a letter to homeowners regarding permit extension and asking about project plans; she will send to Mike Bonanno for approval.***
- **Sheehan – House:** ZO Report: No visible progress. Mike Bonanno reported he will meet with Haverhill road agent Colton Grant regarding the driveway permit for the property, noting it was originally a conditional permit and it is uncertain whether the conditions have been satisfied. After discussion, Mike Bonanno moved to send a letter to the homeowner asking for an approved

Haverhill driveway permit. Mike Roberts seconded. Don Dubrulle noted the owner may make changes based on the lot configurations and if so, new documentation would be needed. After discussion, Mike Bonanno amended his motion to the following: to send a letter requesting an approved Haverhill driveway permit and information regarding the owner's future plans, noting the need for new documentation if location of the home, septic system, etc, is modified. Don Dubrulle seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed.

Kristi Garofalo will draft the letter and send to Mike Bonanno for approval.

- **Cox – Garage:** ZO Report: ZCC completed. The Board agreed to remove from the tracking report.
- **Hakola – Garage:** ZO Report: Structure appears complete from the road; pending completion of ZCC. Continue to monitor.
- **Carman – House:** ZO Report: No further progress on site. Kristi Garofalo said an email from the homeowners noted their decision to postpone their project and withdraw their application. After discussion about whether the permit fees should be refunded, Mike Bonanno moved to accept the permit withdrawal, to not refund the fees already received, and to require new fees if/when the homeowner applies for a new permit. John Hakola seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed. The Board agreed to remove from the tracking report.

Review of Incident Report:

- **Foldeak/Schmead – Yard Debris:** ZO Report: Additional temporary garage structure erected. Driveway debris shielded by temporary structure. Continue to monitor.
- **Sorentino – Cluttered Yard:** ZO Reports: No major changes to yard. Mike Bonanno said he did not draft a letter to the homeowner citing Sec. 802.6 and Sec. 307.1B & 1E and requesting attendance at the next Board meeting to discuss intentions for the lot. ***Mike Bonanno will draft a letter for the Board to review at the June meeting.***

Old Business:

- **Implementation Needs:**
 - **Private Roads:** The Board agreed to table this topic until the next meeting.
 - **Stormwater:** Kristi Garofalo said the office obtained NH Stormwater Manual Volume 1 as a hard copy, but Volumes 2 and 3 are only available digitally. Polly Bonanno reported she researched stormwater related glossaries and sent a link to the most complete list she could find to Board members in February. After discussion, the Board agreed the link will be kept in the Office for future reference and Polly Bonanno will send out the link to Board members again.
 - **Swimming Pools:** Tabled until September Board meeting to consider possible zoning ordinance changes.
- **Permit Application Form:** Polly Bonanno moved to add “non-refundable fee” language to the permit application based on the Carman discussion above. Mike Bonanno seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed. Don Dubrulle asked about work sessions on permit application changes; after discussion, the Board agreed to schedule work sessions after COVID restrictions are lifted.

New Business:

- **Correspondence – Anonymous:** The Board discussed an anonymous note about a possible “tiny home” on French Pond Road. Several members said they investigated and found it to be a shed, not a residence. After discussion, the Board agreed not to pursue the issue, noting they could not respond to the complainant personally because the note was anonymous.
- **Correspondence – Heathman:** The Board discussed an email request to be allowed to have chickens on their property during the COVID emergency. In discussion, the Board agreed allowing poultry, even for a short time, would require a zoning ordinance change approved at a District annual meeting so they could not allow it at this time. ***Kristi Garofalo will notify the homeowner of the Board's decision.***

Comments of the Public: NONE

Comments of the Zoning Officer: Zoning Officer Finnegan noted the State of Emergency was extended 21 days from May 14.

Comments of the Board: The Board agreed to investigate televising their meetings on Facebook or something similar when COVID restrictions are lifted. Polly Bonanno suggested “tiny homes” be discussed for a possible zoning ordinance change; ***Kristi Garofalo will add the subject to the possible zoning ordinance changes list for discussion before the 2021 annual meeting.***

Next Meeting Dates: Next meeting to be Thursday, June 18, 2020 at 6:30PM via Zoom.

Adjournment: Mike Roberts moved to adjourn; John Hakola seconded. Roll Call Vote: Mike Bonanno – Aye; Mike Roberts – Aye; Polly Bonanno – Aye; Don Dubrulle – Aye; John Hakola – Aye; motion passed. The meeting adjourned at 8:14 pm.

Respectfully submitted,
Kristi Garofalo