

**MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING
At the District Office and via Zoom
October 19, 2023
*UNAPPROVED***

Call to Order: Chair John Acker called the meeting to order at 6:15PM.

Roll Call:

- **Board:** John Acker, Eric Cassidy and Robert Roudebush were present in person. Chair John Acker declared a quorum present. Zoning Officer Courtney Lantz was also present.
- **Public Present In-Person:** Keving Hill, Jill Hill, Stephen Nicely and Bob Long
- **Public Present via Zoom:** Bill Clark, Mohamed Amer, and a participant identified as "DD".

Approval of Minutes:

- **September 21, 2023:** Robert Roudebush moved to approve; Eric Cassidy seconded. Motion passed.

Approval of Agenda: Robert Roudebush moved to approve the agenda; Eric Cassidy seconded and motion passed.

Public Hearing for Driveway Special Use Permit for Pow New Home:

John Acker spoke of the public hearing requirements for the special use permit required for the improvement of an existing unfinished private road to construction standards. He noted the abutters to the Pow property were notified by mail and the public hearing notice was published in the newspaper. He then opened the hearing for public input. There were no public comments. ZO Lantz said some improvement has already been made on the road. Robert Roudebush read the statement that will need to be signed and, after asking for more public comments and finding none, John Acker closed the public hearing. The Board noted the Pow permit application packet did not have a state septic approval or a Haverhill driveway permit. After discussion, the Board agreed the Haverhill driveway permit was not needed. The Pows were not present and Robert Roudebush moved to take no further action on the special use permit or zoning permit application. Eric Cassidy seconded and the motion passed.

Zoning Permit Applications:

- **Mora – Shed:** After discussion, the Board agreed the homeowner will need to submit a new application if they re-start the project in the future and agreed to take the item off the agenda.
- **Popa – House:** After discussion, the Board agreed the homeowner will need to submit a new application if they re-start the project in the future and agreed to take the item off the agenda.
- **Hakola – House:** The Board agreed they all reviewed the file and noted the septic design and state approval was missing. Robert Roudebush said he notified the applicant of the need to provide state septic plan approval. The Board agreed the application remained tabled.
- **Pow – House:** The Board noted a septic design was in the file, but no state approval for the plan was included. The Board agreed the application remained tabled.
- **Nicely-Shea – House:** The Board agreed they had the opportunity to review the application documents. ZO Lantz said she made her measurements and recommended the approval of the application. After discussion, Robert Roudebush moved to accept the application as complete. Eric Cassidy seconded and the motion passed. Robert Roudebush moved to approve the application; Eric Cassidy seconded and the motion passed. The MLD and Haverhill permits were signed as approved; ***Kristi Garofalo will send the signed permits to Haverhill.***

Zoning Permit Report Review: ZO Lantz said the following items on her report needed Board attention:

- **Sjolander – Garage:** Permit expired 10/6/23. ZO Lantz recommended sending an extension request letter to the homeowners. The Board agreed ***Kristi Garofalo will send the extension request letter.***

- **S. Fredey – House:** Permit expired 10/21/23. ZO Lantz recommended sending an extension request letter to the homeowners. The Board agreed ***Kristi Garofalo will send the extension request letter.***
- **Kelley – Porch:** ZO Lantz said the project is complete and she signed off on it. She asked the Board for permission to remove it from the report and the Board agreed.
- **Brissette – Deck:** ZO Lantz said the project is complete and she signed off on it. She asked the Board for permission to remove it from the report and the Board agreed to remove it.
- **Hoynoski – Garage:** ZO Lantz said the project is complete and she signed off on it. She asked the Board for permission to remove it from the report and the Board agreed to remove it.

Zoning Incidents Report Review: ZO Lantz said the following items on her report needed Board attention:

- **Popa – Clearing:** ZO Lantz asked the Board for permission to remove the incident from the report (see previous decision above under Permit Applications) and the Board agreed to remove it
- **Connelly – Vehicle:** ZO Lantz asked the Board for permission to remove the incident from the report since the vehicle and garbage have been removed. The Board agreed to remove it.
- **Allen – Trash:** ZO Lantz asked the Board for permission to remove the incident from the report as the trash has been cleaned up. The Board agreed to remove it.
- **Sorrentino – Commercial Vehicle:** ZO Lantz said the homeowner told her he will park the vehicle at the back of his property after Nov. 1. After discussion, the Board agreed to continue to monitor.
- **Kaminsky (renter) / Harris (owner) – Trash/Vehicle:** ZO Lantz summarized her actions taken and contacts made to date. She said she gave them 30 days to make significant progress and the renters are cooperating, but cleanup will take time. After discussion, the Board agreed to continue to monitor.

Old Business:

- **Rules of Procedure:** Robert Roudebush said three sections of the Rules of Procedure have been approved by the Board but he had nothing new at this time.
- **Zoning Ordinance Amendments:** Tabled
- **Master Plan Update:** Robert Roudebush said he learned at a recent workshop Master Plans are recommended every 8 to 10 years, but are not required. He also said MLD did the last Master Plan update six years ago. The Board agreed Mike Bukowski will contact North Country Council for more information about the Master Plan process since they provide help for free.

New Business: NONE

ZO Comments: NONE

Public Comments: Kevin and Jill Hill brought their shed permit application to the Board and asked for an expedited meeting for its review. After discussion and receipt of the required fees, the Board agreed to hold a special meeting on Oct. 25 to consider the application. ***Robert Roudebush will ask Kristi Garofalo to post the meeting.***

Board Comments: Eric Cassidy suggested the Board put an item on the next agenda to discuss updating the temporary sign fee (and maybe all permit fees) to meet inflation. The Board agreed to put it on the next agenda and to also read Section 508 of the MLD zoning ordinance to refresh their sign permit knowledge.

Adjournment: John Acker moved to adjourn; Eric Cassidy seconded and motion passed. The meeting adjourned at 7:36PM.

Next Meeting Date: Thursday, November 16 at 6:15 pm

Respectfully submitted by,
Kristi Garofalo