

MOUNTAIN LAKES DISTRICT
PLANNING BOARD MEETING At the District Office and via Zoom
September 15, 2022
UNAPPROVED

Call to Order: Chair Mike Bonanno called the meeting to order at 5:30pm.

Roll Call:

- **Board:** Mike Bonanno, Mike Roberts, and Don Dubrule were present. Mike Bonanno declared a quorum present. Zoning Officer Courtney Lantz was also present and alternate Board member Polly Bonanno was present via Zoom
- **Public Present In-Person:** Randy Berenson, Al Kelley, and Bill Clark.
- **Public Present via Zoom:** Tara Bamford, Laurie Saymon, Alan Russell and Kayla Russell.

Guest Tara Bamford, Planning Consultant:

- **Cell Tower Amendment:** Mike Bonanno shared a cell tower zoning amendment Tara Bamford did for a neighboring town that could be modified for MLD use. Mike Bonanno made a motion to give Tara Bamford the okay to continue with the proposed MLD cell tower amendment for a maximum cost of \$630 which will cover from the beginning to the end of preparing the zoning amendment. Don Dubrule seconded and the motion passed.
- **Meeting Time:** Mike Bonanno explained Tara Bamford has a second meeting on the date of the next MLD Board meeting and made a motion that the October 20 meeting start at 5:30pm. Don Dubrule seconded and the motion passed.
- **Lot Clearing Amendment:** Mike Bonanno read MLD Zoning Ordinance Section 509.2 and noted he thought this could be a good place to insert an amendment requiring lot cleanup after tree cutting. Tara Bamford asked the Board for permission to talk to MLD legal counsel Christine Fillmore regarding expanding the section to include language requiring cleanup after cutting. After discussion, Mike Bonanno made a motion to authorize Tara Bamford to talk to Christine Fillmore for an hour at their respective rates of pay; Don Dubrule seconded and the motion passed.
- **MLD Zoning Ordinance Update:** Tara Bamford shared a few recent changes in land use law and after discussion, Mike Bonanno made a motion to authorize Tara Bamford to review the MLD zoning ordinance for corrections and updates and bring her suggestions to the October meeting. Don Dubrule seconded and the motion passed.

Approval of Minutes: **Aug. 25, 2022:** Mike Roberts moved to approve; Don Dubrule seconded and motion passed.

Approval of Agenda: Mike Bonanno moved to approve the agenda with the addition of "Planning Board Clerk" as a topic under New Business. Don Dubrule seconded and the motion passed.

Zoning Permit Applications:

- **Russell – New Home:** The Board reviewed the application packet and Mike Bonanno made a motion to accept the packet as complete. Mike Roberts seconded and the motion passed. The Board discussed the brush piles left on the lot after tree cutting and Alan Russell said it would be cleaned up when the contractor returns after the permit is approved. Mike Bonanno also informed the Russells of the need for a fire permit if they tried to burn the slash piles and Mr. Russell agreed to get one if needed. After further discussion, Mike Roberts moved to approve the application; Don Dubrule seconded and the motion passed. ***Kristi Garofalo will email the signed permit documents to the Town of Haverhill.***
- **Saymon – Screen and Roof Deck:** The Board reviewed the application packet and noted it needs a plot plan. It was agreed to table the permit application until the October meeting and ***ZO Lantz will talk with the homeowner and put a plot plan in the file for consideration in October.***
- **Sjolander – Garage:** The Board reviewed the application packet and Mike Bonanno noted the Haverhill application did not show that their permit fees had been paid. Mike Bonanno moved to table the application until the October meeting and the fee payment was confirmed. Don Dubrule seconded and the motion passed.
- **Mickel – New Home:** The Board reviewed the application packet and ZO Lantz said she confirmed with Haverhill that they received their fees for this permit on 9/15. The Board also noted an inspection of the existing septic system was done and it was approved. Mike Bonanno moved to accept the packet as complete; Mike Roberts seconded and the motion passed. Mike Bonanno moved to approve the application. Mike Roberts seconded and the motion passed. Mike Bonanno read Section 509.7 of the zoning ordinance about giving permission to the property owners to inhabit a camper on the lot during active building. He made a motion to allow the Mickels to inhabit a camper during construction with the condition that they provide monthly proof of proper sewage disposal. Don Dubrule seconded and the motion passed. ***Kristi Garofalo will email the signed permit documents to the Town of Haverhill.***
- **Kelley – 3-Season Porch:** The Board reviewed the application packet and ZO Lantz said she had an email from Haverhill stating their fees had been paid and ***she will put a copy of the email in the file.*** Mike Roberts moved to accept the packet as complete. Don Dubrule seconded and the motion passed. Don Dubrule moved to approve the application; Mike Roberts seconded and the motion passed. ***Kristi Garofalo will email the signed permit documents to the Town of Haverhill.***

Review of Zoning Permits Report:

- **Bahl – Deck:** Board agreed ***Kristi Garofalo will send permit extension request letter via certified mail.*** Continue to monitor.
- **Williams – New Home:** ZO Report: Expiration extended to 5/9/2023. Continue to monitor.
- **R. Fredey – New Home:** ZO Report: Expiration extended to 5/9/2023. Continue to monitor.
- **Stansfield – Shed:** ZO Report: Expiration extended to 6/17/2023. Continue to monitor.
- **Mugford – New Home:** ZO Report: No changes to site, extension letter sent. Continue to monitor.
- **S. Fredey – New Home:** ZO Report: Extension request letter sent. Continue to monitor.
- **Ferwerda – New Home:** ZO Report: No changes to site. Continue to monitor.
- **Edwards – New Home:** ZO Report: Foundation in place, construction in progress. Continue to monitor.
- **Jackson – New Home/Garage:** ZO Report: Materials on site, foundation held up. Continue to monitor
- **Lawler – New Home:** ZO Report: Extension letter resent, noticed roof put on home. Spoke to Mr. Lawler to follow up on request, doesn't recall receiving. Will reach out to check he received the second one. Continue to monitor.
- **Expired Ferwerda Permit:** ZO Report: Neighbors are having surveyor reset boundary pin and mark boundary to measure step location. Continue to monitor.
- **Koehn – New Home:** ZO Report: Foundation is in. Continue to monitor.
- **Mickel – New Home:** Permit approved 9/15/22 (above) and Board approved owner request to live in an RV on the lot during building. Continue to monitor.

Review of Incidents Report:

- **Rutherford – Valley Road – Yard Clean:** ZO Report: Noticed equipment on property, tree pieces moved and clean up commencing. Continue to monitor.
- **Popa – Swiftwater Circle – Clearing:** ZO Report: Drove by site, excavator gone, still trying to reach landowner. Continue to monitor.
- **Saymon – Windsor Lane – Work w/o Permit:** ZO Report: Owner filed application, on hold until Oct. meeting. Continue to monitor.
- **Russell – Swiftwater Circle – Brush Pile:** ZO Report: Owner filed application, approved above, move to permit tracking report.
- **Lapierre – Carr Road –Trash/Vehicles:** ZO Report: Owners are working on clean up, setting date to meet. Continue to monitor.
- **Mora – Valley Road – Shed:** ZO Report: Working with owners on permit application for Oct. meeting. Continue to monitor.
- **Cronin – French Pond – Equipment/Landscaping:** ZO Report: researched zoning ordinance and nothing is stated about retaining walls or materials allowed on property or along shoreline. The Board agreed to remove incident from tracking.
- **Valade – Westview Drive – Skidder:** ZO Report: Skidder has been removed from the property. The Board agreed to remove the incident from tracking.

New Business:

- **Planning Board Clerk:** The Board discussed the need for someone to record Board meetings and prepare minutes. After discussion of Board concerns including not wanting to burden Board members or the Zoning Officer with secretarial tasks, Mike Bonanno made a motion for Mike Roberts to take the Board's recommendation to the Commissioners that someone be found to record Board meetings and prepare minutes. Mike Roberts seconded and the motion passed.

Old Business:

- **Rules of Procedure:** Don Dubrule said he is working on suggestions about the Board's duties and will have them ready for review at the October meeting.

Comments of the Public: Randy Berenson suggested asking Tara Bamford if MLD can be notified when septic systems are installed on MLD lots and also whether the zoning ordinance can be changed to prohibit septic installations before zoning permit approval. ***Mike Bonanno will email Tara Bamford with those questions.*** Randy Berenson also suggested the Board incorporate fees for extension requests to make people think twice about the need to get projects done in a timely manner. After discussion the Board agreed to consider the suggestion in the future.

Comments of the Zoning Officer: ZO Lantz told the Board she will bring to the next meeting a list of items in the zoning ordinance and permit procedures she feels need clarification or simplification. The Board agreed to review her suggestions when presented.

Next Meeting Date: Thursday, Oct. 20 at 5:30 pm.

Adjournment: Mike Roberts moved to adjourn; Don Dubrule seconded. Motion passed and the meeting adjourned at 7:08 pm.

Respectfully submitted by,
Kristi Garofalo