

**MOUNTAIN LAKES DISTRICT  
PLANNING BOARD MEETING  
At the District Office and via Zoom  
September 21, 2023  
\*UNAPPROVED\***

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

**Roll Call:**

- **Board:** John Acker, Mike Bukowski, Eric Cassidy and Robert Roudebush were present in person. Chair John Acker declared a quorum present. Zoning Officer Courtney Lantz was absent.
- **Public Present In-Person:** Fred Pow, Tom Pow, Mike Bonanno, Randy Berenson, and Bob Long
- **Public Present via Zoom:** Kelby Ferwerda and Ken Huard

**Approval of Minutes:**

- **August 17, 2023:** Robert Roudebush moved to approve; Mike Bukowski seconded. Motion passed.
- **August 21, 2023:** Mike Bukowski moved to approve; Robert Roudebush seconded. Motion passed.

**Approval of Agenda:** Robert Roudebush asked whether ZO Lantz would be able to attend and was told she was indisposed taking care of her child. Robert Roudebush moved to approve the agenda, noting changes would be made due to ZO Lantz's absence; Eric Cassidy seconded and motion passed.

**Zoning Permit Applications:**

- **Pow – House:** The Board agreed they all reviewed the file and Robert Roudebush noted some items were missing, specifically the Haverhill building permit application, state septic approval, and road contractor information. He also noted a public hearing was required for the special use permit required for the improvement of an existing unfinished private road. The Pows submitted their septic design and added the septic location to their lot drawing. They also submitted a letter from the road contractor for the Board's review. Robert Roudebush moved to accept the packet; Eric Cassidy seconded and the motion passed. After discussion, Robert Roudebush moved to set the public hearing for Thursday, Oct. 19 as part of the October Board meeting; Eric Cassidy seconded and the motion passed. ***Kristi Garofalo will notify abutters and road contractor by letter and arrange for newspaper notice and posting of the hearing.*** The Pows were reminded they needed to get state septic approval and the Haverhill building permit application, and both needed to be added to the application packet for the October meeting. John Acker said he could not attend the October meeting and designated Mike Bukowski as acting chair for that meeting.
- **Mora – Shed:** Remains Tabled.
- **Popa – House:** Robert Roudebush read an email from MLD legal counsel about the lack of wording in the MLD zoning ordinance stating septic installation could not be done ahead of house construction. Legal counsel Christine Johnston wrote that trying to fine the property owner for installing the septic, but not building the house for another year or so would be difficult to get a judge to approve because the zoning ordinance does not specifically prohibit building in stages. After discussion, the Board agreed the permit application would remain tabled.
- **Hakola – House:** The Board agreed they all reviewed the file and Robert Roudebush noted the state septic approval was missing. Robert Roudebush moved to accept the packet; Eric Cassidy seconded

and the motion passed. **Robert Roudebush will notify the applicant of the need to provide state septic plan approval.**

**Zoning Report Review:** No report was available for review.

- **Mickel – Extension Request:** The Board reviewed the permit extension request received and Mike Bukowski made a motion to approve the extension request. Eric Cassidy seconded and the motion passed.
- **Ferwerda – Permit Modification Request:** The Board reviewed the applicant's request to modify the original permit application to add a front deck. After reviewing drawings showing the addition and noting the required setbacks were easily met even with the new deck, Mike Bukowski made a motion to approve the modification to the permit. Eric Cassidy seconded and the motion passed.

**Zoning Incidents Report Review:** No report was available for review.

- **OIR Update: Harris Home – Mont View Drive:** Robert Roudebush spoke of the home's current condition and noted there was no zoning officer update on the OIR.

**Old Business:**

- **Rules of Procedure:** Robert Roudebush said he did not have a new section of the Rules of Procedure for the Board to consider and asked members to review those sections he provided in previous meetings.
- **Zoning Ordinance Amendments:** Tabled
- **Master Plan Update:** After discussion, it was agreed Mike Bukowski will contact North Country Council and Tara Bamford, planning consultant, for more information about the Master Plan process.

**New Business:**

- **Excavation Permit:** Kelby Ferwerda suggested adding an excavation permit requirement to the MLD zoning ordinance for situations where construction might be done in stages (i.e., installing the septic one year and building the house later) rather than all at once. The Board briefly discussed the possibility and agreed it was a good suggestion. They also agreed to explore the possibility of adding an excavation permit requirement to the zoning ordinance.

**Public Comments:** NONE

**ZO Comments:** NONE

**Board Comments:** Robert Roudebush asked if any Board member could run the Zoom technology for future meetings if needed. Mike Bukowski and Eric Cassidy both said they could do it if needed.

**Adjournment:** Robert Roudebush moved to adjourn; Mike Bukowski seconded and motion passed. The meeting adjourned at 7:13PM.

**Next Meeting Date:** Thursday, October 19 at 6:15 pm

Respectfully submitted by,  
Kristi Garofalo