



TOWN OF WILLSBORO  
PLANNING BOARD

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MINUTES  
PLANNING BOARD MEETING  
DATE: May 24<sup>th</sup>, 2022 at 6pm  
LOCATION: Willsboro Visitors Center

**Present:** Chairman: Gregory Gordon Members: Tom Dwyer, Chauntel Gilliland, Brian King, Andre Klein

**Absent:** John Sucharzewski, Gina Minessale

**Members of the Public:** Terry Pulsifer Jr (CEO), Trisha Sheehan, Patty Schwenner, Ed Mason

Chairman Gregory Gordon called the meeting to order at 6:00pm and welcomed the public.

**April 2022 Special Planning Board Meeting Minutes:** No corrections needed. *A motion was made by Charbonneau, seconded by King, to accept the minutes as presented. Roll call: Klein, Dwyer, King, Charbonneau, Gilliland, Minessale, Gordon. All in favor, motion carried.*

**Old Business:**

**Patricia Schwenner – 21 Pumphouse Lane – 21.17-1-18.200 – RL-1 – Build single family home (3 bedroom) 1.5 story home with walkout basement**

Gordon stated that the board needed the square footage, deed and the height of the building. Terry Pulsifer Jr stated that septic was needed but has been provided. Patty Schwenner stated that she is not going to ask for any variances, so she will stay with the height for 35'. As far as the deed goes, Schwenner wanted to go through this process first before she changed the deed. Once she received approval, Schwenner would then go through the deed process before obtaining building permit. Schwenner stated that she will not be asking for any variances and will be staying below the lot percentage allowed. Gordon asked if Pulsifer had anything to add. Pulsifer did not have anything to add.

Gordon asked if there were any questions from the board. No questions.

Gordon stated that he has no issue giving Schwenner a preliminary site plan but cannot do a final as they would need measurements and the right of way. Gordon stated that he would give Schwenner a preliminary contingent on the deed as a property cannot be landlocked. Schwenner asked if the preliminary can go to the APA. Pulsifer stated a new build has to go to APA – JIF. Schwenner asked if the JIF requires a final preliminary and Gordon stated no, you can apply online and then they will send you a letter. Pulsifer stated that the only time a JIF has come an issue – wetlands or resource management area like in Reber. Schwenner stated that she was okay with a preliminary approval.

***A motion was made by Klein to approve this as a preliminary site plan approval contingent on the right of way in the deed and dimensions of the building, seconded by Dwyer. Roll call: King, Gilliland, Klein, Dwyer, Gordon. All in favor, motion carried.***

**New Business:**

**Joseph & Judy Cardinale – 323 Corlear Drive – 11.17-1-52.000 – RL-1 – Demolition of existing camp and replacing with a new larger structure**

Trisha Sheehan representing the Cardinales in front of the board because they are within 500' of the board. Gordon stated that they have been in front of the board years ago and the applicant did not want to go through with getting a variance. Gordon stated that this has been approved for a variance on the north and south. Gordon stated that Trisha had permission to speak on behalf of the applicant.

Trisha stated that they needed a double variance and they did approve both of them. Now going through the planning board approval so then they can go to apply for the building permit. Terry stated he was unable to attend the ZBA meeting but he will provide those minutes to the planning board showing that the variances granted.

Gordon stated that he was at the meeting and they did approve the variances. Asked if the board had any questions. No questions.

***A motion was made by Klein to approve the site plan application with the approved variances through the ZBA, seconded by King. Roll call: King, Gilliland, Klein, Dwyer, Gordon. All in favor, motion carried.***

**Indian Bay Marina – 239 Corlear Drive – 21.5-1-2.900 – RL-1 – Replace existing camp with same size structure**

Gordon stated that there is a camp that looks like it's from the 1800's. Gordon stated that the applicant would like to replace it with the same footprint. Gordon stated that Pulsifer was asked to take photos prior to a deck being taken off years ago for safety reasons. Gordon stated that they want to demolish the camp and replace it.

Gordon asked if Schwenker had any comments. Schwenker stated she wants to replace it - same size, same location as she is not looking for any variances. Gordon stated that on one of the diagrams – the septic line going over and using the same system from the marina which goes along with the SPEDES permit which was granted by the state. Gordon stated they are covered with the septic.

Gordon asked if Pulsifer had any comments. Pulsifer stated that the 4.43-2 if you can replace it exactly no variances needed. Pulsifer showed the board photos he had taken in 2016. The porch was taken off due to safety reasons.

Gordon stated that they are replacing the whole thing on the same footprint.

Gordon asked if there were any questions from the board. No questions.

***A motion was made by King to approve the site plan application as presented to replace the camp and deck on the same footprint as it presently sits, seconded by Dwyer. Roll call: King, Gilliland, Klein, Dwyer, Gordon. All in favor, motion carried.***

**Ginene Mason – 121 Corlear Drive – 21.5-1-53.00 – RL-1 – Add a covered deck to existing home**

Gordon stated that this application is in front of Planning board due to being within 500 ft of the lake. Gordon stated that the applicant is under their 15% with the deck which will have a roof. Gordon asked if Ed Mason had any comments – deck in the rear of the camp going toward the road and no variances necessary and there will be an east and west roof over the deck and it will not affect the septic. Mason stated that it will be a metal roof.

Gordon asked Pulsifer if he had any comments. Pulsifer stated that the applicant is well under the 15% lot coverage. Pulsifer stated the applicant is at 5.8% lot coverage now and would be at 6.5% coverage with the covered deck. Dwyer asked if he had 100' lakefront and Mason stated he did.

Gordon asked if the board had any other questions. No questions.

***A motion was made by Dwyer to approve site plan application as submitted, seconded by Klein. Roll call: King, Gilliland, Klein, Dwyer, Gordon. All in favor, motion carried.***

**Trisha Sheehan of Johnny's Family Smokehouse & Sports Bar, LLC – The Club House Day Care Center, LLC – 3873 NYS Route 22 – 31.9-1-41.100 – M – Change in use from bar/tavern to a day care center**

Gordons stated they are looking for a change of use from a bar tavern to a daycare center. Gordon stated that they are before the board because change of use no matter how you switch the words around there is nowhere to be found other than for a seasonal. Gordon stated that in the past they have had a special use and then granted a use variance at this location in 2007. Gordon stated now they are just looking at having a change of use.

Trisha Sheehan – one of the owners – stated she is going to lease it out the daycare. Sheehan stated that they are in the process with the state to get their license and working with DOH and working with Pulsifer for local codes, state fire inspector. Sheehan stated that all permits are in the works and officially wanted to come in front of the planning board to change the use. Sheehan stated that she will need something in writing that the town approves and will need to send to the state so they can complete the licensing process.

Gordon asked if Pulsifer had any comments. Pulsifer stated that if this were more a complex situation than by the state code, he could do a legal change of occupancy. Pulsifer stated that they aren't doing that much work, just adding one emergency door and cleaning it up. Pulsifer stated that there is not a chain to follow because they aren't doing that much work. Pulsifer stated it will be an I4 because they are including toddlers. Pulsifer stated that in 2005 or 2006 there was a restaurant had a fire, Mountain View. Pulsifer stated that the new owner came in and applied for special use and use variance and applied for restaurant bar tavern and a 10-room motel in the back. Pulsifer stated that they did not act on motel and the occupancy has stayed that way since.

Gordon asked if there were any questions.

King asked if Scott Burdict came through and did a pre inspection. Sheehan stated that Scott Burdict came to do a preliminary to see if the state would be able to license it or not. Sheehan wanted him on site to see if there were any major changes that needed to be done.

King asked what the plans were for outside. Sheehan stated that the outside front fenced area will be the outside area for now. Sheehan stated that they would like to put a playground in the back, fenced in sooner than later. Sheehan stated that the front is enough space for outside play area. King asked if eventually it will be in the back and Sheehan confirmed that additional outside space will be in the back. Pulsifer stated that he met with OFCS (New York State Office of Children and Family Services) – preliminary – and no significant changes needed to be made. Pulsifer stated that a couple more sinks, and one more exit were the recommendations made. Pulsifer stated that the fire system needs to be up and going and the building owner has taken steps. Sheehan stated that they have to have that system up and going and submitted to the state to get the license. Gordon stated that plastic covers would be nice over them to prevent little hands.

Gordon stated that three government agencies have been a part of this and thinks that if they have done preliminary inspections and are okay with it, he doesn't see why the town wouldn't be okay with changing the use.

Gordon asked if the board had any questions. No questions.

***A motion was made by King to approve site plan application as submitted, seconded by Gilliland. Roll call: King, Gilliland, Klein, Dwyer, Gordon. All in favor, motion carried.***

Gordon asked if the board or the public had anything more to add. No other comments.

***A motion was made by Klein to adjourn the meeting at 6:31pm, seconded by Gordon. Roll call: King, Gilliland, Klein, Dwyer, Gordon. All in favor, motion carried.***

Respectfully Submitted,

Morgan Denton  
Secretary for Planning and Zoning Board

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	May 24 <sup>th</sup> , 2022
<b>APPLICATION NUMBER:</b>	104-P
<b>NAME:</b>	Patricia Schwenker
<b>PROJECT ADDRESS:</b>	21 Pumphouse Lane
<b>TAX MAP NUMBER:</b>	21.17-1-18.200
<b>REQUEST FOR APPLICATION FOR:</b>	Build single family home

<b>PROPOSED MOTION:</b>	<i>A motion was made to approve this as a preliminary site plan approval contingent on the right of way in the deed and dimensions of the building.</i>			
<b>MOTION MADE BY:</b>	Andre Klein			
<b>MOTION SECONDED BY:</b>	Tom Dwyer			
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	John Sucharzewski	-	-	Absent
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	May 24 <sup>th</sup> , 2022
<b>APPLICATION NUMBER:</b>	115-P
<b>NAME:</b>	Joseph & Judy Cardinale
<b>PROJECT ADDRESS:</b>	323 Corlear Drive
<b>TAX MAP NUMBER:</b>	11.17-1-52.000
<b>REQUEST FOR APPLICATION FOR:</b>	Demotion of existing camp and replacing with a new larger structure

<b>PROPOSED MOTION:</b>	<i>A motion was made to approve the site plan application with the approved variances through the ZBA.</i>			
<b>MOTION MADE BY:</b>	Andre Klein			
<b>MOTION SECONDED BY:</b>	Brian King			
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	John Sucharzewski	-	-	Absent
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	May 24 <sup>th</sup> , 2022
<b>APPLICATION NUMBER:</b>	116-P
<b>NAME:</b>	Indian Bay Marina
<b>PROJECT ADDRESS:</b>	239 Corlear Drive
<b>TAX MAP NUMBER:</b>	21.5-1-2.900
<b>REQUEST FOR APPLICATION FOR:</b>	Replace existing camp with same size structure

<b>PROPOSED MOTION:</b>	<i>A motion was made to approve the site plan application as presented to replace the camp and deck on the same footprint as it presently sits.</i>			
<b>MOTION MADE BY:</b>	Brian King			
<b>MOTION SECONDED BY:</b>	Tom Dwyer			
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	John Sucharzewski	-	-	Absent
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	May 24 <sup>th</sup> , 2022
<b>APPLICATION NUMBER:</b>	117-P
<b>NAME:</b>	Ginene Mason
<b>PROJECT ADDRESS:</b>	121 Corlear Drive
<b>TAX MAP NUMBER:</b>	21.5-1-53.00
<b>REQUEST FOR APPLICATION FOR:</b>	Add a covered deck to existing home

<b>PROPOSED MOTION:</b>	<i>A motion was made to approve site plan application as submitted.</i>			
<b>MOTION MADE BY:</b>	Tom Dwyer			
<b>MOTION SECONDED BY:</b>	Andre Klein			
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	John Sucharzewski	-	-	Absent
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				



**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	May 24 <sup>th</sup> , 2022
<b>APPLICATION NUMBER:</b>	118-P
<b>NAME:</b>	Trisha Sheehan of Johnny's Family Smokehouse & Sports Bar, LLC – The Club House Day Care Center, LLC
<b>PROJECT ADDRESS:</b>	3873 NYS Route 22
<b>TAX MAP NUMBER:</b>	31.9-1-41.100
<b>REQUEST FOR APPLICATION FOR:</b>	Change in use from bar/tavern to a day care center

<b>PROPOSED MOTION:</b>	<i>A motion was made to approve site plan application as submitted.</i>			
<b>MOTION MADE BY:</b>	Brian King			
<b>MOTION SECONDED BY:</b>	Chauntel Gilliland			
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	John Sucharzewski	-	-	Absent
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				