



TOWN OF WILLSBORO  
PLANNING BOARD

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MINUTES  
PLANNING BOARD MEETING  
DATE: June 28<sup>th</sup>, 2022 at 6pm  
LOCATION: Willsboro Town Hall

**Present:** Chairman: Gregory Gordon Members: Tom Dwyer, Chauntel Gilliland, Andre Klein, Gina Minessale

**Excused:** Brian King

**Absent:** John Sucharzewski

**Members of the Public:** Bruce Hale, Darcey Hale, Dereck Crowningshield, Deb Bouyea, Bob Bouyea, Philip Moore, Stevie Carman

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

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

**Old Business: No Old Business**

**New Business:**

**Philip & Betsy Moore – 41 Rowley Way – 21.13-1-20.000 – RL-1 – Remove & replace old summer camp with 2-bedroom home**

Gordon asked if Moore would like to provide the board with more details in regard to his project. Moore stated that the site plan is there and showed in red is the outline of the new proposed structure in relation to the existing structure and showed the location of the new septic which was approved and has already been complete. Dwyer asked if this project went to the Zoning Board of Appeals (ZBA) and Moore stated that he had been to the ZBA and was approved. Gordon also confirmed that the variances were granted.

Gordon asked if Moore had engineered septic plans as they were not provided within the packet for the Planning Board. Moore stated that he does have them but not with him but Terry Pulsifer Jr should also have a copy. Gordon stated that he has the documents on items Moore had been written up for; three camper hookups and tree cutting. Moore stated that he was not aware of the tree clearing law and stated that he was getting ready for the septic and the septic system took up a lot of room and Moore also stated that it was a very elaborate and expensive septic system. Moore stated that a lot of the removal of the trees were for the septic system. Gordon reviewed the site plan and asked Moore why trees were removed that were not near the septic system. Moore didn't really answer the question

but stated that he was called into the Adirondack Park Agency (APA) and the town and had a lot of meetings etc. Gordon stated that his concern is that there is zoning for a reason and the removal of these trees were devastating. Gordon stated that Moore received a variance because he will be 16' from the south property line and Moore confirmed that it was approved by the ZBA. Gordon asked if anyone from the board had any questions. No questions from the board.

Gordon stated that he has an email that was sent to Pulsifer on May 17<sup>th</sup>, 2022 after the variance was approved. The email stated that there was a lot of damage done to the road due to the trucks etc. for the work being done on this property and the email asked that the property owner repair the road and asked for the trucks to not block Rowley Way. Gordon submitted this email into the record.

Moore stated that he was not aware of this email being sent in but he wanted to let the board know that he brought down a tractor and fixed the pot holes just a few days ago.

Gordon stated that he was present at the ZBA meeting for another project but there were some issues brought up by a resident, one being water going to the neighboring property, and Gordon wanted to stated that he does not feel that the tree removal affected that issue.

Gordon asked if the board had any questions.

Gordon stated that Moore is very visible and if they have another camper there, he will report Moore. Gordon stated that he would advise Moore to try and remedy things with their neighbors.

***A motion was made by Klein to accept the site plan, contingent upon the appropriate septic plans, seconded by Dwyer. Roll call: Minessale, Klein, Dwyer, Gilliland, Gordon. All in favor, motion carried.***

**Bruce & Darcey Hale – Ligonier Point – 21.10-1-8.000 21.10-1-9.000 21.10-1-10.220 – RL-3 – Minor Subdivision**

Gordon stated that this is in front of the Planning Board because they are within 500' of the water.

Darcey stated that this property is within the National Historic District however it is not protected. Mrs. Hale stated that it is an old camp and the next generation is not interested in it therefore they would like to try to sell it in hopes that someone would not tare it down. Mr. Hale stated that his parents bought a camp in 1949 that they still have and its property surrounds that piece and we are asking to subdivide so that this piece of property can gain 200' of waterfront for it to be more appealing for purchasers.

Gordon and the board reviewed the drawing they were given. Gordon asked what the orange line was. Mr. Hale stated that that piece needs to be surveyed. Gordon stated that he understood that this was a preliminary but once it is surveyed the Hale's would come back to the board and the board would then grant the subdivision.

Gordon asked the board if they had any questions.

Klein stated that this looked more like a property line adjustment to him rather than a subdivision. Klein confirmed with Mr. Hale that they were just moving one boundary line to gain the 200' of waterfront. Gordon stated that it came from Pulsifer Jr as a subdivision.

Mrs. Hale asked if it mattered if it was a preliminary vs final if it was going to be treated as a property line adjustment. Gordon stated that he would not mind calling it a property line adjustment and therefore the Hale's would not have to come back in front of the Planning Board.

***A motion was made by Minessale to approve this boundary line adjustment, seconded by Klein. Roll call: Minessale, Klein, Dwyer, Gilliland, Gordon. All in favor, motion carried.***

**Robert & Debra Bouyea – 353 Farrell Road – 21.17-1-25.000 – RL-1 – Residential Garage**

Robert Bouyea stated that he would like to build a 30'x30' garage for storage and there would not be any plumbing or heating, just electricity for lights and the garage doors. Gordon stated that the Bouyea's have a very narrow but long parcel. Gordon stated that they were within 500' of the water and meets the lot size and required setbacks. Gordon asked if the board had any questions. No questions.

***A motion was made by Klein to accept the site plan for the residential garage, seconded by Minessale. Roll call: Minessale, Klein, Dwyer, Gilliland, Gordon. All in favor, motion carried.***

**Green Bay Properties – 135 River Lane – 31.10-1-8.120 – RL-5 – Demo existing camp. Rebuild new all-season home**

Gordon stated that Dereck Crowningshield was present and speaking on behalf of the project. Crowningshield stated that it is a 35 acre lot but under nature conservancy and there are only 3 acres of buildable land. Crowningshield stated that they will not be clearing trees. Crowningshield also stated that the septic plans were completed the day prior to the Planning Board meeting but he does not have them available for the board.

Gordon stated that the county has no record of any building on that property.

Crowningshield stated that they will not be going any closer to the waterfront but would be increasing the structure 240 square feet. Crowningshield estimates that the structure would be able 30' away from the closest part of the water.

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

The elevations were discussed. Crowningshield stated that the camp would be about 24' and the garage would be about 22'6". Gordon asked Crowningshield if the camp and the garage were going to be separate and Crowningshield confirmed that they are separate buildings.

Gordon stated that he did have a letter from the homeowner that Dereck Crowningshield was able to speak on their behalf.

***A motion was made by Klein, contingent on the septic plans being approved by Terry Pulsifer Jr, to approve the site plan, seconded by Dwyer. Roll call: Minessale, Klein, Dwyer, Gilliland, Gordon. All in favor, motion carried.***

**David Gagnier – 269 Coonrod Road – 40.1-2-8.210 – RL-1 – Minor subdivision**

Gordon stated that they wanted to do a minor subdivision and they are looking for a preliminary before they spend the money.

Gordon stated that there is not anyone to represent this application.

Gordon stated that on the corner of Coonrod Road and Middle Road that the trailer is owned by Richard & Sarah Sayward and they have a life lease of the trailer. Gordon stated that they did a property line adjustment to incorporate that and now what they would like to do is to the west of their driveway to make two lots.

Gordon asked if the board had any questions.

Gilliland asked if they are making lot A 1.69 acres and lot B 3.16 acres and confirmed that when the life lease is done that the trailer will be out of there and that it will be all one lot again. Gordon confirmed she was correct.

***A motion was made by Klein to approve the preliminary subdivision contingent upon the survey and the corrected deeds, seconded by Minessale. Roll call: Minessale, Klein, Dwyer, Gilliland, Gordon. All in favor, motion carried.***

Gordon stated he sent all the board members a letter that he would like to send to the town board in reference to attendance. Gordon stated that he doesn't think a lot of people realize what this board does. Gordon stated that he has recorded all the time for members just at meetings because he doesn't have how many hours for each individual when they review the projects. Gordon asked if anyone had an issue with this letter being sent to the town board. No one had any issues.

Gilliland asked if the time he had recorded included the training hours and Gordon stated no because he doesn't have an accurate record of the training hours but he will start keeping track.

Gordon stated that when he was at the ZBA meeting, they showed him their binder of their interpretation that the Planning Board is supposed to see, but hasn't yet.

Gordon stated that a letter from the Planning Board to the ZBA so they can then go to the Town Board asking to review the zoning law. Gordon stated that he would like to be able to get control over things that we don't have right now, ie. solar and wind farms.

Gordon stated that he had asked Larry Charbonneau if he would be willing to be on the committee and he would but Gordon would also like someone from the Planning Board to be on it as well.

Gordon asked if the board had anything to add.

Morgan Denton stated that this is her last meeting as secretary and that Stephanie "Stevie" Carman will be taking her place.

***A motion was made by Klein to adjourn the meeting at 6:50pm, seconded by Minessale. Roll call: Minessale, Klein, Dwyer, Gilliland, 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>	<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>
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<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>
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<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>
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<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>
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<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>
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<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>				

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