



TOWN OF WILLSBORO
PLANNING BOARD

MINUTES
PLANNING BOARD MEETING
DATE: November 23, 2021 at 6:00 PM
LOCATION: Willsboro Town Hall

Present: Members: R. Andre Klein, Gina Minessale, Larry Charbonneau, Tom Dwyer, John Sucharzewski, Brian King

Excused: Chairman: Gregory Gordon Board, Chauntel Gilliland,

Members of the Public: Jeffrey Bigelow, Terry Pulsifer

Larry Charbonneau called the meeting to order at 6:00pm.

Minutes:

The October 2021 minutes were approved as presented.

A motion was made by Klein and seconded by Minessale to approve the October 26th, 2021 minutes as presented. Roll call: Dwyer, Sucharzewski, King, Klein, Minessale, Charbonneau. All in favor and motion carried.

Public Hearing: No public hearing.

Old Business: No old business.

New Business:

Kathy Hoffman – 26 Lakeshore Drive – 21.13-2-48.000 – RL-1 – 4’x12’ addition to be built on piers to match existing house

Charbonneau invited Jeffrey Bigelow, the applicant’s contractor, to share information in regards to the project. Bigelow stated that there is an existing bathroom that comes out 4’ and that is in the dead center and they will not be squaring up the house completely. Bigelow stated that the front of it is not extended out 4’ and that if you are looking at the house from the side, the bathroom is right in the middle and they are just squaring off this little section. Bigelow stated that it will be 48 square feet and he will be carrying the same roof line. Bigelow stated that the existing house is already built on piers and this little section will be put on preformed piers. Charbonneau stated that the satellite photo is old and there is a drawing where the new portion is going but what is missing on the satellite photo is an addition that was put on in 2017. He stated that this is important because they are not changing the footprint of the house and they are not adding a bedroom so septic isn’t an

issue either. Bigelow stated that the septic has been updated in the last 10 years. Charbonneau stated that since they are not adding a bedroom the septic system doesn't apply to this. Charbonneau asked if there were any questions. Dwyer asked if he needed a variance or not as he is within 50' of the water. Charbonneau stated he asked Terry Pulsifer, CEO, about this as well. Klein stated that the existing lakefront setback is 50' and so the existing home doesn't meet that and the extension continues to not meet that but if the existing home is okay we don't need to. Charbonneau stated that based on our set of rules he is not changing the width, height or depth of the existing footprint. Klein stated that the existing home covers him for the lakefront setback and the addition covers him for the side yard setback. Charbonneau agreed. Charbonneau asked if anyone else had questions. There were no further questions. ***Minessale made a motion to approve the addition, seconded by Klein. Roll call: Klein, Dwyer, King, Sucharzewski, \Minessale, Charbonneau. All in favor and motion carried.***

Jay Cohen – 18 Cayuga Place – 11.13-1-52.000 – RL-1 – 30'x40' garage with upstairs living space

Charbonneau invited Jeffrey Bigelow, the applicant's contractor, to share information in regards to the project. Bigelow stated that this is an undersized lot as he has about 17,000 square feet. Bigelow is going to need setbacks on both sides – about 15' variances on both sides. Bigelow stated that there are also power lines that he will need to be sure he knows how far from those he will need to be. Bigelow stated that he has engineered septic plans already. Sucharzewski asked where the engineered plans are and Bigelow stated that he didn't have them with him as Jay Cohen is in Florida but Bigelow stated that he will get these plans to the Planning Board. Bigelow stated that this is the biggest the building will be and he doesn't believe it will even be this big and that they will probably knock the size down to 26'x32'. Sucharzewski asked how many bedrooms the septic system was designed for. Bigelow stated that the septic system is 1000 gallons and the building plans is for two bedrooms. Pulsifer confirmed that a 1000 gallon tank covers up to three bedrooms. Bigelow stated that they are not planning on finishing off the upstairs right away so he probably wont put the septic in right away. King stated that the Planning Board cannot vote on a side plan approval until it goes through the Zoning Board of Appeals. The board members agreed that they cannot do anything and Charbonneau stated that the best option for this project is to table it until the Zoning Board of Appeals has approved variances. Bigelow asked if the Zoning Board of Appeals does give him the variances, is a 30'x40' building acceptable in the Planning Board eyes. Charbonneau stated that the size will be a zoning thing for setbacks. Charbonneau stated that if everything looks good to the Zoning Board of Appeals and they approve it then it can come back to Planning Board and they can discuss the height of the building, septic plans etc. and then the Planning Board will be able to review. Bigelow stated that it was his understanding that he has to come to the Planning Board prior to going to the Zoning Board of Appeals. Pulsifer stated that this was a preliminary review and he didn't necessarily have to go the Planning Board prior to the Zoning Board of Appeals. Bigelow stated that he thought the Planning Board had to refer him to the Zoning Board of Appeals and apologized that he brought this to the Planning Board early. Charbonneau stated that if he had all the information within the application that the Planning Board needs that they could have possibly approved the side plan review pending the Zoning Board of Appeals decision but because the Planning Board was not provided with everything they need, they aren't able to do that. Sucharzewski stated that when Bigelow comes back he needs to bring septic plans, elevations and setbacks. Bigelow stated that the highest the garage will be is 33' with a 12 12 pitch. Sucharzewski stated that he needs to bring all this information to the Planning Board meeting as they aren't able to make a ruling without this information. Bigelow asked if the plans have to be stamped because it is

1200' of living space and he doesn't think he needs them stamped. Pulsifer asked if the total between the two floors was going to be 2400'. Bigelow stated he was under the understanding that it was only living space. Pulsifer stated that any structure over 1500 square feet has to be stamped. Bigelow asked if they could table this to the next meeting. Pulsifer stated that he will be in front on the Zoning Board of Appeals in December and then the public hearing would be in January and then the Planning Board would be able to review after that. Bigelow asked if the Planning Board could make a motion to table this right now until January. ***King made a motion to table this application until the Planning Board has received all of the necessary documentation and has gone through the Zoning Board of Appeals; seconded by Klein. Roll call: Klein, Dwyer, King, Sucharzewski, Minessale, Charbonneau. All in favor, motion carried.***

Charbonneau asked if anyone else had any other business. No other business.

A motion was made by King, seconded by Minessale to adjourn the meeting at 6:14pm.

Respectfully Submitted,

Morgan Denton
Secretary for Planning and Zoning Board

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	November 23, 2021
APPLICATION NUMBER:	98-P
NAME:	Kathy Hoffman
PROJECT ADDRESS:	26 Lakeshore Drive
TAX MAP NUMBER:	21.13-2-48.000
REQUEST FOR APPLICATION FOR:	4'x12' addition to be built on piers to match existing house

PROPOSED MOTION:	<i>A motion was made to approve the addition.</i>			
MOTION MADE BY:	Gina Minessale			
MOTION SECONDED BY:	R. Andre Klein			
MEMBER VOTE:	MEMBER NAME:	YES	NO	NOTES
	Gregory Gordon	-		Excused
	John Sucharzewski	X		
	Brian King	X		
	Chauntel Gilliland	-		Excused
	Gina Minessale	X		
	Larry Charbonneau	X		
	R. Andre Klein	X		
	Tom Dwyer (Alternate)	X		
SIGNATURE OF PLANNING CHAIRMAN:				

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	November 23, 2021
APPLICATION NUMBER:	99PZ
NAME:	Jay Cohen
PROJECT ADDRESS:	18 Cayuga Place
TAX MAP NUMBER:	11.13-1-52.000
REQUEST FOR APPLICATION FOR:	30'x40' Garage with upstairs living space

PROPOSED MOTION:	<i>A motion was made to table the site plan approval until the Planning Board has received all of the necessary documentation and gone through the ZBA.</i>			
MOTION MADE BY:	Brian King			
MOTION SECONDED BY:	Andre Klein			
MEMBER VOTE:	MEMBER NAME:	YES	NO	NOTES
	Gregory Gordon	-		Excused
	John Sucharzewski	X		
	Brian King	X		
	Chauntel Gilliland	-		Excused
	Gina Minessale	X		
	Larry Charbonneau	X		
	R. Andre Klein	X		
	Tom Dwyer (Alternate)	X		
SIGNATURE OF PLANNING CHAIRMAN:				