



# TOWN OF WILLSBORO

## PLANNING BOARD

### MINUTES

### PLANNING BOARD MEETING

**DATE:** July 22<sup>nd</sup>, 2025 at 6pm  
**LOCATION:** Willsboro Town Hall

**Present:** Chairperson: Gregory Gordon Members: Andre Klein, Gina Minessale, Dereck Crowningshield and Tom Dwyer

**Members of the Public:** Jonathan Franke (Zoning Officer)

Chairperson Gregory Gordon called the meeting to order at 6:01pm.

Gordon reviewed housekeeping items.

**Minutes:**

The July 1, 2025 minutes were approved as presented.

*A motion was made by Dwyer, seconded by Klein to approve the July 1<sup>st</sup>, 2025 minutes as presented. Roll call: Dwyer, Crowningshield, Klein, Minessale, Gordon. All in favor, motion carried.*

**Public Hearing:** No public hearing.

**Old Business:** No old business.

**New Business:**

Jeff & Kathleen Nasner – 21.5-1-65.000 – 212 Corlear Drive – RL-1 – Convert Existing 24' x 36' 3 bay garage into 2-bedroom home

*A motion was made by Crowningshield, seconded by Klein, to accept the application as complete as submitted. Roll call: Dwyer, Crowningshield, Klein, Minessale, Gordon. All in favor, motion carried.*

Gordon stated that there were no members of the public present.

Gordon asked if the Zoning Officer had any comments. Zoning Officer read allowed letter from the applicant that was in the packet to all members stating that the applicant would like a preapproval and then will move forward and get stamped septic plans.

Gordon asked if the board had any questions. Crowningshield asked if it was all staying the same size.

Gordon stated that a restriction should be in place that this structure is the primary structure on this lot and if its going to be a different footprint or building larger than this applicant will need to come back to the planning board.

Gordon stated that the short form of the environmental assessment form was completed by the applicant and reviewed and discussed by the Board. The Planning Board conducted a SEQR review at the meeting and found that the project would create no significant environmental impact.

***A motion was made by Crowningshield, seconded by Klein to declare a negative declaration. All in favor of issuing a Negative Declaration. Roll call: Dwyer, Crowningshield, Klein, Minessale, Gordon. All in favor, motion carried.***

***A motion was made by Dwyer, seconded by Crowningshield, to not hold a public hearing. Roll call: Dwyer, Crowningshield, Klein, Minessale, Gordon. All in favor, motion carried.***

***A motion was made by Crowningshield, seconded by Dwyer, to approve the site plan review contingent upon obtaining engineered septic plans. Roll call: Dwyer, Crowningshield, Klein, Minessale, Gordon. All in favor, motion carried.***

Gordon thanked the Planning Board for their dedication.

The next meeting is scheduled for August 26<sup>th</sup>, 2025.

Gordon asked members that if they know of anyone who would be interested in being a member of the planning board to have them submit a letter as the planning board is in need of members.

***Meeting adjourned at 6:09pm.***

Respectfully Submitted,

Morgan Drinkwine  
Secretary for Planning and Zoning Board