

TOWN OF WILLSBORO
PLANNING BOARD

MINUTES
PLANNING BOARD MEETING
DATE: May 27th, 2025 at 6pm
LOCATION: Willsboro Visitor Center

Present: Chairperson: Gregory Gordon Members: Brian King, Andre Klein, Tom Dwyer, Dereck Crowningshield

Absent: Gina Minessale

Members of the Public: Spencer Hathaway, David Gowans, Charlotte Herzenberg, Eduardo Da Silva, Antonia Bullard

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

Gordon reviewed housekeeping items.

Public Hearing:

Donald Milos – Corlear Drive – 11.17-1-1.200 – RL-1 – LF - Two-Story Garage Workshop with Bathroom & Shower

Gordon asked if there was anyone present for this project. No one present and no representative for the project.

Gordon stated that the public hearing can be left open if the Board wishes since there isn't anyone present. Crowningshield asked if the Board could still approve the project. Gordon confirmed they could.

A motion was made by Klein, seconded by Crowningshield to close the public hearing at 6:04pm. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

Gordon opened the regular meeting at 6:04pm.

Minutes:

The April minutes were approved as presented.

A motion was made by Dwyer, seconded by Crowningshield to approve the April 2025 minutes as presented. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

Old Business:

Donald Milos – Corlear Drive – 11.17-1-1.200 – RL-1 – LF - Two-Story Garage Workshop with Bathroom & Shower

A motion was made by Crowningshield, seconded by Klein to accept the special use permit as complete. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

Gordon stated that the applicant and the Zoning Officer are not present.

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

Gordon stated that he spoke with the Town attorney in regard to how the Board should use deeds for projects. The attorney stated that the deed is to be used by the Planning Board to verify that the applicant does in fact own the property and that if there are stipulations in the deed it is not up to the Planning Board to act on and or enforce.

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

Gordon stated that the Board already reviewed the SEQR during the April 2025 meeting.

Gordon stated that they now need to review the site plan for this project. Gordon stated that this is where the Board can discuss and implement any restrictions and/or conditions. Gordon did stated that the attorney stated the Board needs to be careful with restrictions and conditions.

Gordon stated he would like to add restrictions that the garage must remain uninhabitable unless a change comes before the Planning Board and that the applicant requests a 911 address.

Gordon stated again that the Board already reviewed the SEQR during the April 2025 meeting and will be carrying that over for both applications (special use permit and site plan review).

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

A motion was made by Crowningshield, seconded by Klein, to approve the special use permit and the site plan review with restrictions that the garage must remain uninhabitable unless a change becomes before the planning board and that the applicant requests a 911 address. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

New Business:

Antonia Bullard – 858 Point Road – 21.6-2-4.111 – RL-3 – Residence and Garage

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

Gordon asked if the applicant or a representative was present. The applicant was present. Gordon asked if the applicant had anything they would like to add. The applicant stated that they would be happy to answer any questions the board may have.

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

Crowningshield stated that the setback requirements are met and it does not exceed the lot coverage.

The applicant stated that the original garage is attached but in bad shape and the house needs a new roof and they are going to make the current garage into living space and build a new garage.

Klein asked if there was a letter in the packet from the APA as he did not see one. Gordon stated that it was in the packet, however, it was not in the packet Klein received.

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

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

A motion was made by Crowningshield, seconded by Klein, to approve the site plan review. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

Cynthia Giovacchino – 79 Corlear Drive – 21.9-2-7.000 – RL-1 – Deck

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

Dwyer stated that he didn't think the application was complete. The Board reviewed the application and determined the application was complete.

Gordon asked if the applicant or representative had anything to add. The representative didn't have anything to add.

Gordon asked if the Board had any questions. No questions from the 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 King, seconded by Klein to declare a negative declaration. All in favor of issuing a Negative Declaration. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

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

A motion was made by Crowningshield, seconded by Dwyer, to approve the site plan review. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

Philip Moore – 41 Rowley Way – 21.13-1-20.100 – RL-1 – Detached Garage

Gordon read aloud the ZBA variance approval from the ZBA draft minutes from the May 21, 2025 meeting.

Gordon asked if the applicant or representative had anything to add. No comments from the representative.

Gordon asked if the board had any questions. Klein stated he didn't receive the application packet and asked to review. Klein reviewed application packet.

Morgan Drinkwine asked Gordon if the planning board would like the decision form rather than the draft minutes in the future for projects that are approved at the ZBA prior to the planning board. Gordon stated they would like the decision forms as those are more formal than the minutes.

Gordon asked if there were any other questions from the Board. No questions from the Board.

Gordon stated he would like to put a restriction that the garage must remain uninhabitable unless a change becomes before 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 King to declare a negative declaration. All in favor of issuing a Negative Declaration. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

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

A motion was made by Crowningshield, seconded by Klein, to approve the site plan review. Roll call: Dwyer, Crowningshield, King, Klein, Gordon. All in favor, motion carried.

– 5 –

Gordon reminded the board to get their training credit completed.

Gordon thanked the Planning Board for their dedication.

The next meeting is scheduled for June 24th, 2025.

Meeting adjourned at 6.28pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board

RECEIVED
6-3-25

DECISION FORM:

| | |
|-------------------------------------|-----------------------------|
| BOARD: | Planning Board |
| DATE OF MEETING: | May 27 th , 2025 |
| APPLICATION NUMBER: | |
| NAME: | Philip Moore |
| PROJECT ADDRESS: | 41 Rowley Way |
| TAX MAP NUMBER: | 21.13-1-20.100 |
| REQUEST FOR APPLICATION FOR: | Detached Garage |

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|--|---|------------|-----------|--------------|
| PROPOSED MOTION: | <i>A motion was made to approve the site plan review.</i> | | | |
| MOTION MADE BY: | Dereck Crowningshield | | | |
| MOTION SECONDED BY: | Andre Klein | | | |
| MEMBER VOTE: | MEMBER NAME: | YES | NO | NOTES |
| | Gregory Gordon | X | | |
| | Dereck Crowningshield | X | | |
| | Brian King | X | | |
| | Gina Minessale | - | - | Absent |
| | R. Andre Klein | X | | |
| | Tom Dwyer | X | | |
| | | | | |
| | | | | |
| SIGNATURE OF PLANNING CHAIRMAN: | <i>Meggy O'Harra</i> | | | |

Owners Name: Philip Moore

Tax Map ID: 21.13-1-20.100

Address: 41 Rowley Way

District: RL-1 / LF

SEAF Impact Assessment Form

Answer all of the following questions using the information contained in the SEAF and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | X | |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | X | |
| 3. Will the proposed action impair the character or quality of the existing community? | X | |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | X | |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | X | |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | X | |
| 7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities? | X | |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | X | |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | X | |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | X | |
| 11. Will the proposed action create a hazard to environmental resources or human health? | X | |

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. **(Negative Declaration)**

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. **(Positive Declaration)**

Willsboro Planning Board

Lead Agency

Gregory D. Gordon

Responsible Officer in Lead Agency

Gregory D. Gordon

Signature of Responsible Officer in Lead Agency

5/27/25

Date

Chair

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)

RECEIVED
6-3-25

DECISION FORM:

| | |
|-------------------------------------|-----------------------------|
| BOARD: | Planning Board |
| DATE OF MEETING: | May 27 th , 2025 |
| APPLICATION NUMBER: | 25052-P |
| NAME: | Cynthia Giovacchino |
| PROJECT ADDRESS: | 79 Corlear Drive |
| TAX MAP NUMBER: | 21.9-2-7.000 |
| REQUEST FOR APPLICATION FOR: | Deck |

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|--|---|------------|-----------|--------------|
| PROPOSED MOTION: | <i>A motion was made to approve the site plan review.</i> | | | |
| MOTION MADE BY: | Dereck Crowningshield | | | |
| MOTION SECONDED BY: | Tom Dwyer | | | |
| MEMBER VOTE: | MEMBER NAME: | YES | NO | NOTES |
| | Gregory Gordon | X | | |
| | Dereck Crowningshield | X | | |
| | Brian King | X | | |
| | Gina Minessale | - | - | Absent |
| | R. Andre Klein | X | | |
| | Tom Dwyer | X | | |
| | | | | |
| | | | | |
| SIGNATURE OF PLANNING CHAIRMAN: | <i>Gregory D. Mark</i> | | | |

Owners Name: Cynthia Giovacchino

Tax Map ID: 21.9-2-7.000

Address: 79 Corlear Drive

District: RL-1 / LF

SEAF Impact Assessment Form

Answer all of the following questions using the information contained in the SEAF and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | X | |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | X | |
| 3. Will the proposed action impair the character or quality of the existing community? | X | |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | X | |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | X | |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | X | |
| 7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities? | X | |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | X | |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | X | |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | X | |
| 11. Will the proposed action create a hazard to environmental resources or human health? | X | |

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. **(Negative Declaration)**

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. **(Positive Declaration)**

Willsboro Planning Board

5/27/25

Lead Agency

Date

Gregory D. Gordon

Chair

Responsible Officer in Lead Agency

Title of Responsible Officer

Gregory D. Gordon

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

RECEIVED
6-3-25

DECISION FORM:

| | |
|-------------------------------------|-----------------------------|
| BOARD: | Planning Board |
| DATE OF MEETING: | May 27 th , 2025 |
| APPLICATION NUMBER: | 25055-P |
| NAME: | Antonia Bullard |
| PROJECT ADDRESS: | 858 Point Road |
| TAX MAP NUMBER: | 21.6-2-4.111 |
| REQUEST FOR APPLICATION FOR: | Residence and garage |

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|--|---|------------|-----------|--------------|
| PROPOSED MOTION: | <i>A motion was made to approve the site plan review.</i> | | | |
| MOTION MADE BY: | Dereck Crowningshield | | | |
| MOTION SECONDED BY: | Andre Klein | | | |
| MEMBER VOTE: | MEMBER NAME: | YES | NO | NOTES |
| | Gregory Gordon | X | | |
| | Dereck Crowningshield | X | | |
| | Brian King | X | | |
| | Gina Minessale | - | - | Absent |
| | R. Andre Klein | X | | |
| | Tom Dwyer | X | | |
| | | | | |
| | | | | |
| SIGNATURE OF PLANNING CHAIRMAN: | <i>Meguy D. Mark</i> | | | |

Owners Name: Antonia Bullard

Tax Map ID: 21.6-2-4.111

Address: 858 Point Road

District: RL-3 / LF

SEAF Impact Assessment Form

Answer all of the following questions using the information contained in the SEAF and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | X | |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | X | |
| 3. Will the proposed action impair the character or quality of the existing community? | X | |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | X | |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | X | |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | X | |
| 7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities? | X | |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | X | |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | X | |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | X | |
| 11. Will the proposed action create a hazard to environmental resources or human health? | X | |

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. **(Negative Declaration)**

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. **(Positive Declaration)**

Willsboro Planning Board

Lead Agency

Gregory D. Gordon

Responsible Officer in Lead Agency

Gregory D. Gordon

Signature of Responsible Officer in Lead Agency

5/27/25

Date

Chair


Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)

RECEIVED
6-3-25 

DECISION FORM:

| | |
|-------------------------------------|-----------------------------|
| BOARD: | Planning Board |
| DATE OF MEETING: | May 27 th , 2025 |
| APPLICATION NUMBER: | 25014-P |
| NAME: | Donald Milos |
| PROJECT ADDRESS: | Corlear Drive |
| TAX MAP NUMBER: | 11.17-1-1.200 |
| REQUEST FOR APPLICATION FOR: | 2 Story Garage |

| | | | | |
|--|--|------------|-----------|--------------|
| PROPOSED MOTION: | <i>A motion was made to approve the special use permit and site plan review with conditions/restrictions that the garage must remain uninhabitable unless a change is requested and comes before the planning board and that the applicant requests a 911 address.</i> | | | |
| MOTION MADE BY: | Dereck Crowningshield | | | |
| MOTION SECONDED BY: | Andre Klein | | | |
| MEMBER VOTE: | MEMBER NAME: | YES | NO | NOTES |
| | Gregory Gordon | X | | |
| | Dereck Crowningshield | X | | |
| | Brian King | X | | |
| | Gina Minessale | | | Absent |
| | R. Andre Klein | X | | |
| | Tom Dwyer | X | | |
| | | | | |
| SIGNATURE OF PLANNING CHAIRMAN: |  | | | |

Owners Name: Donald Milos

Tax Map ID: 11.17-1-1.200

Address: Corlear Drive

District: RL-1 / LF

SEAF Impact Assessment Form

Answer all of the following questions using the information contained in the SEAF and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

| | No, or small impact may occur | Moderate to large impact may occur |
|--|-------------------------------|------------------------------------|
| 1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations? | X | |
| 2. Will the proposed action result in a change in the use or intensity of use of land? | X | |
| 3. Will the proposed action impair the character or quality of the existing community? | X | |
| 4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)? | X | |
| 5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway? | X | |
| 6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities? | X | |
| 7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities? | X | |
| 8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources? | X | |
| 9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)? | X | |
| 10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems? | X | |
| 11. Will the proposed action create a hazard to environmental resources or human health? | X | |

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts. **(Negative Declaration)**

It has been determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required. **(Positive Declaration)**

Willsboro Planning Board

Lead Agency

Gregory D. Gordon

Responsible Officer in Lead Agency

Gregory D. Gordon

Signature of Responsible Officer in Lead Agency

5/27/25

Date

Chair

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)