



## TOWN OF WILLSBORO

OFFICE OF THE SECRETARY FOR PLANNING AND ZONING BOARD

# MINUTES

## PLANNING BOARD MEETING

**DATE: November 24<sup>th</sup> 2020 at 6:00 PM**  
**LOCATION: Willsboro Town Hall**

**Present:** Chairman: Robert Powell Board Members: Chauntel Gilliland, Brian King, Larry Charbonneau, Andre Klein, Gina Minessale, Gregory Gordon

**Absent:** John Sucharzewski

**Members of the Public (Go To Meeting):** Charlie & Lisa Eaton, Mark Buckley, Kevin Hall, Moe Wilkins, Mark Bonfey & Darren Darrah, Thurston Clark & Antonia Bullard, Creig and Samantha Cullum, Terry Pulsifer

Chairman Robert Powell called the meeting to order at 6:01 pm

### MINUTES:

The October 2020 minutes were approved as presented.

**(Charbonneau/Minessale)** A motion was made by Charbonneau and seconded to approve the October 27<sup>th</sup> 2020 minutes. All in favor and motion carried.

### OLD BUSINESS:

**Charles Eaton—192 Cedar Lane—20.20-2-2.000---RL-1—Addition to the West Side of the Existing Camp**

Powell stated that the applicants needed septic plans to move forward with the application. Mr. Eaton stated they engaged Mark Buckley to engineer the septic. Mr. Eaton stated they have 3 possible options for septic, the first being the raised bed septic field, a mounded system and an ELJEN system. Mr. Eaton stated they are looking to be able to have the option to use any one of the systems and choose the one which fits their needs and the location best. He stated that the Eaton family is looking toward the Cadillac version of the 3 options, the ELJEN system. They are also looking to have the system oversized by 25% to provide for longer term of liability of the system and the fluctuations of demand. Buckley briefed the board on the 3 different systems. Buckley stated that all 3 designs fit within the envelope of the property. The raised system Buckley stated with the 8 laterals on the design it will just barely fit with in the envelope and does not leave room for anything else. Buckley stated to save some space he also designed a ELJEN system that takes up about half the space of the raised bed. Buckley stated the mounded system would also take up about the same amount of space as the ELJEN system and would work in that space as well. Powell stated that all 3 options will work well for the area.

**(Gordon/Klein)** A motion was made by Gordon to approve the application of the 16' x 24' addition to the west side of the existing camp with one of the 3 new stamped septic designs, which ever one the applicant choose to do and seconded. All in favor and the motion carried.

**Jim Hardman—Beaver Way—30.1-2-4.000---RL-3—3 Bedroom 2 Story residential Home**

Powell stated the application needed better plans that included the building height. Pulsifer stated he received the plans and they show the building at 1,427 sq ft so the plans will not need to be stamped. Gordon questioned the height and if it is less than 35ft. Pulsifer stated that yes, the height is only 26 feet. Pulsifer stated that it is a cape cod style home.

**(King/Charbonneau)** A motion was made by King to approve the application to construct a 2 story, 3 bedroom single family home and seconded. All in favor and the motion carried.

**Mark Bonfey—882 Middle Road —40.1-2-9.000—RL-1—Minor Division**

Mr. Hall, the Surveyor, stated he met with the APA on the parcel on November 13<sup>th</sup> 2020 to review the wetlands. Upon the site visit, Mary Odel, APA wetland biologist, determined that the wetlands were nowhere near as extensive as they thought from the aerial photos and made a determination that although there are some wetlands on the parcel none of them are jurisdictional for the APA. Hall stated Bonfey and Darrah decided to go with a different approach and do a minor subdivision. The first adjustment will be a boundary line agreement with the neighbor, lot 2 heading north will be where they are proposing to put the mobile home which will be set on 4.5 acres, with this lot the septic was designed and deep hole test was done. Lot 1 is where their existing home is on and this lot will have 6.5 acres. Lastly Sayward's lot will be expanding about 3 acres with no new proposed development on that lot.

**(Charbonneau/Klein) A motion was made by Charbonneau to approve the application of the minor division of the 3 lots division and boundary line adjustment and seconded. All in favor and the motion carried.**

**NEW BUSINESS:**

**Creig Cullum—2 Cayuga Place—11.13-1-55.000—RL-1—Adding addition to existing residence**

Mr. Cullum stated that the variance went through at the ZBA meeting, they are looking to add the small addition of the side of the house to expand he bedroom and get a bathroom as they have now made this their permanent residence. Gordon questioned that if they are adding another bedroom will the septic be large enough. Powell stated they are not adding a bedroom but are expanding the existing bedroom. Pulsifer stated they currently have a bedroom there that is 11' x 11' that will be removed and will be replacing it with the addition that will run the width of the house. Klein stated that the current home is three-bedroom one bath and with the new addition it will be a three-bedroom two bath. King questioned that the new addition will be 16' x 24'. Mr. Cullum stated yes.

**(Klein/King) A motion was made by Klein to grant a 16' x 24' addition to the existing residence on the east side and seconded. All in favor and the motion carried.**

**Thurston Clark & Antonia Bullard—858 Point Road – 21.6-2-4.111—RL-3—New Guest Cottage**

Ms. Bullard stated they have lived in the house since 1986, the current house only has 2 bedrooms so they need a little bit more space for their 3 older children and their families when they come for visits. Ms. Bullard stated after working with an architect and an engineer the simplest solution would be to add a guest house to the north of the existing house. It would sit about 20-30 feet from the property line. She stated the guest house would be a one-bedroom guest cottage. Powell stated there are a couple problems with the Zoning law and the project. He stated that there is already a two-bedroom guest cottage on the parcel according to the town records and the Town Zoning Law states a parcel is only allowed one guest cottage. The second issue is according to the Town property card the principal structure has three-bedrooms. Ms. Bullard stated that one of those bedrooms is an office. Powell stated under guest cottage in the Zoning law it states "not more than one residential structure which is associated with a Single-Family Dwelling. Powell stated that due to there already being a guest cottage on the parcel, he will not be able to approve this application. Powell stated that if the board agrees and the application is denied the applicant will go to the ZBA. Ms. Bullard stated that when she spoke with Pulsifer about the application he thought it would be possible. Pulsifer stated that at the time when Ms. Bullard presented the application, he thought it was proposed for the vacant lot owned by Ms. Bullard due to the address that was on the application. Ms. Bullard asked what her options would be. Powell stated they can connect it to their existing house by an enclosed breezeway, but it must be enclosed and some how attached to the existing home. Charbonneau stated that they could also build the guest cottage on the vacant lot as well.

**(Gordon/Charbonneau) A motion was made by Gordon that the application will be tabled until the applicant returns with new plans with a different solution and seconded. All in favor and the motion carried.**

**Robert Fisher—846 Point Road —21.6-2-6.100—RL-3—New Home Construction with new septic.**

Powell stated that the applicant has a dotted red line on the map which is the side yard setbacks, they have positioned the new home construction in the center of the property, they have the septic and the leach field are also drawn on the map. Gilliland questioned if they had any plans drawn up for the build of the home to meet the height requirements drawings. Pulsifer brought out the large scaled drawings done by AEDA. Gordon also stated sometimes on the stamped plans in the description box in the bottom left or right they will have the building height and other building information.

**(Gordon/Minessale) A motion was made by Gordon to approve the of the construction of the new single-family residence and new septic done by Doug Ferris and seconded. All in favor and the motion carried.**

**Thomas & Susan LaMaster—353 Corlear Drive—11.17-1-60.000—RL-1—Construction of 20'x 24' Garage**

Gordon asked Pulsifer if he had any better plans/drawings for this project. Pulsifer stated the only drawings he received are what the board received. Gordon stated the applicant did not give all of setbacks or any measurements in regards to the project, such as how far away from the road will the building be. King stated that we have discussed this before about getting an overview from google maps etc. Pulsifer stated that normally the google map views the board received are something he prints out and gives to the applicant for them to use. Pulsifer stated that normally for an accessory structure or utility shed this is the caliber of application he receives, although this application is a little weak. Gordon stated one of the boards concerns is lot coverage and all he sees is a house and garage, are there any other structures? Gordon also stated that the house nor the garage have measurement on how big they are or how far from the property line they are. Pulsifer stated that the applicant gets the application with what needs to be on the application and a sample drawing.

**(Powell/Klein) A motion was made by Powell requesting a more complete application and move the project to the December 22<sup>nd</sup> 2020 meeting and seconded. All in favor and the motion carried.**

**PUBLIC HEARING: No Public Hearing**

**ADJOURNMENT:** Meeting was adjourned at 7:00 pm.

**(Klein/Charbonneau) A motion was made by Klein and seconded, to close the meeting. All in favor and the motion carried.**

Respectfully Submitted

Codia Crandall  
Secretary for Planning and Zoning Board

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 24 <sup>th</sup> 2020
<b>APPLICATION NUMBER:</b>	2020-52ZP
<b>NAME:</b>	Charles Eaton
<b>PROJECT ADDRESS:</b>	192 Cedar Lane
<b>TAX MAP NUMBER:</b>	20.20-2-2.000
<b>REQUEST FOR APPLICATION FOR:</b>	Addition to the West side of the Existing Camp

<b>PROPOSED MOTION:</b>	<b>A motion was made to approve the application of the 16' x 24' addition to the west side of the existing camp with one of the 3 new stamped septic designs, which ever one the applicant choose to do.</b>		
<b>MOTION MADE BY:</b>	Gregory Gordon		
<b>MOTION SECONDED BY:</b>	Andre Klein		
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>
	Robert Powell	X	
	John Sucharzewski (Alternate)	Absent	
	Chauntel Gilliland	X	
	Gina Minessale	X	
	Gregory Gordon	X	
	Brian King	X	
	Andre Klein	X	
Larry Charbonneau	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>			

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 24 <sup>th</sup> 2020
<b>APPLICATION NUMBER:</b>	2020-53P
<b>NAME:</b>	Jim Hardman
<b>PROJECT ADDRESS:</b>	Beaver Way
<b>TAX MAP NUMBER:</b>	30.1-2-4.000
<b>REQUEST FOR APPLICATION FOR:</b>	3 Bedroom 2 story Residential Home

<b>PROPOSED MOTION:</b>	<b>A motion was made to approve the application to construct a 2 story, 3 bedroom single family home.</b>		
<b>MOTION MADE BY:</b>	Brian King		
<b>MOTION SECONDED BY:</b>	Larry Charbonneau		
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>
	Robert Powell	X	
	John Sucharzewski (Alternate)	Absent	
	Chauntel Gilliland	X	
	Gina Minessale	X	
	Gregory Gordon	X	
	Brian King	X	
	Andre Klein	X	
	Larry Charbonneau	X	
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>			

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 24 <sup>th</sup> 2020
<b>APPLICATION NUMBER:</b>	2020-55P
<b>NAME:</b>	Mark Bonfey
<b>PROJECT ADDRESS:</b>	882 Middle Road
<b>TAX MAP NUMBER:</b>	40.1-2-9.000
<b>REQUEST FOR APPLICATION FOR:</b>	Build of Guest Cottage (Mobile Home)

<b>PROPOSED MOTION:</b>	<b>A motion was made to approve the application of the minor division of the 3 lots division and boundary line adjustment.</b>		
<b>MOTION MADE BY:</b>	Larry Charbonneau		
<b>MOTION SECONDED BY:</b>	Andre Klein		
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>
	Robert Powell	X	
	John Sucharzewski(Alternate)	Absent	
	Chauntel Gilliland	X	
	Gina Minessale	X	
	Gregory Gordon	X	
	Brian King	X	
	Andre Klein	X	
Larry Charbonneau	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>			

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 24 <sup>th</sup> 2020
<b>APPLICATION NUMBER:</b>	2020-50ZP
<b>NAME:</b>	Creig & Samantha Cullum
<b>PROJECT ADDRESS:</b>	2 Cayuga Place
<b>TAX MAP NUMBER:</b>	11.13-1-55.000
<b>REQUEST FOR APPLICATION FOR:</b>	Small Addition to the Existing Residence

<b>PROPOSED MOTION:</b>			
<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>
	Robert Powell	X	
	John Sucharzewski (Alternate)	Absent	
	Chauntel Gilliland	X	
	Gina Minessale	X	
	Gregory Gordon	X	
	Brian King	X	
	Andre Klein	X	
Larry Charbonneau	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>			

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 24 <sup>th</sup> 2020
<b>APPLICATION NUMBER:</b>	2020-58P
<b>NAME:</b>	Thurston Clark & Antonia Bullard
<b>PROJECT ADDRESS:</b>	858 Point Road
<b>TAX MAP NUMBER:</b>	21.6-2-4.111
<b>REQUEST FOR APPLICATION FOR:</b>	New Guest Cottage

<b>PROPOSED MOTION:</b>	<b>A motion was made that the application will be tabled until the applicant returns with new plans with a different solution</b>		
<b>MOTION MADE BY:</b>	Gregory Gordon		
<b>MOTION SECONDED BY:</b>	Larry Charbonneau		
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>
	Robert Powell	X	
	John Sucharzewski (Alternate)	Absent	
	Chauntel Gilliland	X	
	Gina Minessale	X	
	Gregory Gordon	X	
	Brian King	X	
	Andre Klein	X	
Larry Charbonneau	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>			



**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 24 <sup>th</sup> 2020
<b>APPLICATION NUMBER:</b>	2020-57P
<b>NAME:</b>	Robert Fisher
<b>PROJECT ADDRESS:</b>	846 Point Road
<b>TAX MAP NUMBER:</b>	21.6-2-6.100
<b>REQUEST FOR APPLICATION FOR:</b>	New Home Construction with new septic

<b>PROPOSED MOTION:</b>	<b>A motion was made to approve the of the construction of the new single-family residence and new septic done by Doug Ferris.</b>		
<b>MOTION MADE BY:</b>	Gregory Gordon		
<b>MOTION SECONDED BY:</b>	Gina Minessale		
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>
	Robert Powell	X	
	John Sucharzewski (Alternate)	Absent	
	Chauntel Gilliland	X	
	Gina Minessale	X	
	Gregory Gordon	X	
	Brian King	X	
	Andre Klein	X	
Larry Charbonneau	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>			

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 24 <sup>th</sup> 2020
<b>APPLICATION NUMBER:</b>	2020-56P
<b>NAME:</b>	Thomas & Susan LaMaster
<b>PROJECT ADDRESS:</b>	353 Corlear Drive
<b>TAX MAP NUMBER:</b>	11.17-1-60.000
<b>REQUEST FOR APPLICATION FOR:</b>	Construction of 20' x 24' Garage

<b>PROPOSED MOTION:</b>	<b>A motion was made requesting a more complete application and move the project to the December 22<sup>nd</sup> 2020 meeting.</b>		
<b>MOTION MADE BY:</b>	Robert Powell		
<b>MOTION SECONDED BY:</b>	Andre Klein		
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>
	Robert Powell	X	
	John Sucharzewski (Alternate)	Absent	
	Chauntel Gilliland	X	
	Gina Minessale	X	
	Gregory Gordon	X	
	Brian King	X	
	Andre Klein	X	
Larry Charbonneau	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>			