



TOWN OF WILLSBORO
ZONING BOARD OF APPEALS

MINUTES
ZONING BOARD OF APPEALS
DATE: August 20th, 2024 at 6:00PM
LOCATION: WILLSBORO TOWN HALL

Present: Chairperson – Anna Reynolds; Board Members: Trisha Sheehan, Nichole Gerding

Absent: Susan Mueller, Kathleen Nasner

Members of the Public: None

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

Minutes:

The May 2024, June 2024 and July 2024 minutes were approved as presented.

A motion was made by Sheehan and seconded by Gerding to approve the May 2024, June 2024 and July 2024 minutes as presented. All in favor and motion carried.

Old Business: No old business.

New Business: No new business.

There was much discussion on the Board needing clarification on travel trailers within the RM-M district. Reynolds stated that she will bring this concern up to the Town Supervisor to see what the next step is.

Reynolds stated that the new water plant project is being redesigned to make the footprint smaller and this will be on hold until new plans are complete.

Reynolds stated that all members of the Board need to read and fill out the ethics disclosure form. Sheehan stated she completed one for BAR and wasn't sure if she needed to complete another one. Drinkwine stated she will send the ethics document and disclosure to all members via email.

Reynolds stated that all members need to complete at least 4 hours of training credits year. Reynolds shared information on a training being held in Lake Placid on September 28th, 2024.

Reynolds stated that she would like to review the process on how meetings are held and complete an outline for meetings and public hearings. Sheehan and Gerding agreed with this. Much discussion was held on how to proceed with the process. Drinkwine will create a process for the next meeting for the Board to review.

Reynolds stated she would like to add an interpretation form added to the forms that are available for applicants for the Zoning Board of Appeals as its confusing when applicants are asking for an interpretation but complete an application as the Board and applicant aren't sure whether its an application and the applicant is looking for approval or if it's for interpretation. Sheehan, Drinkwine and Reynolds stated they would work on completing a form for review.

Sheehan asked when the deadline is for applicants to have their applications into the Zoning Officer. Reynolds stated she thought it was ten days prior. The Board would like to confirm with the Zoning Officer on this timeline. The Board is interesting in creating a timeline similar to the Planning Board timeline so all applicant and Board members are aware of when applications need to be submitted to the Zoning Officer in time for that month's meeting. Gerding stated that if all application copies printed by the Wednesday prior to the meeting that it would be helpful for Board members to be able to come in and pick up their copies to review.

Reynolds stated she will request a motion to be made moving forward and then that's when a Board member can make a motion and another Board member seconded it. Roll call will then be done by the Secretary.

Reynolds mentioned the possibility of moving the ZBA meetings to Wednesday nights. Discussion followed. To be further discussed.

Reynolds asked if there was any other business. None.

A motion was made by Sheehan to adjourn the meeting at 7:03pm, seconded by Gerding.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board