



TOWN OF WILLSBORO  
PLANNING BOARD

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MINUTES  
PLANNING BOARD MEETING  
DATE: August 27<sup>th</sup>, 2024 at 6pm  
LOCATION: Willsboro Town Hall

**Present:** Chairperson: Gregory Gordon Members: Tom Dwyer, Dereck Crowningshield, Chauntel Gilliland, Brian King

**Absent:** Gina Minessale, Andre Klein

**Members of the Public:** Trisha Sheehan, Calvin Cumm, Jonathon Franke (Zoning Officer)

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

Gordon reviewed housekeeping items.

**July 2024 Minutes:** Dwyer stated that Crowningshield was present at the meeting. *A motion was made by Dwyer to approve the minutes with the change of adding Crowningshield to the list of present members at the meeting. All in favor, motion carried.*

**Old Business:**

**Calvin Cumm – 3706 Main St – 31.13-4-29.100 – New Single Family Home**

Dwyer stated that the application stated preliminary but wanted to confirm that this is the final. Gordon stated that this is the final application as it has been in front of the Planning Board a couple of times with a site plan but no other materials but now the application is complete.

*A motion was made by King to accept the site plan application as complete, seconded by Gordon. Roll call: Dwyer, King, Gilliland, Gordon. Crowningshield recused. All in favor.*

Gordon asked if the applicant had anything to add. Cumm stated that this project will cost a lot of money and the project one start for another year but getting ready for it and it will be a slow build.

No comments from the Zoning Officer.

No other 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. All in favor of issuing a Negative Declaration.

***Roll call: Dwyer, King, Gilliland, Gordon. Crowningshield recused. All in favor.***

Gordon stated that on the decision form Gordon would like it to state that the back corners of the structure maintain the side yard setbacks.

***A motion was made by Dwyer to approve the site plan, seconded by King. Roll call: Dwyer, King, Gilliland, Gordon. Crowningshield recused. All in favor.***

**New Business:**

**Mark & Rachel Herr – 832 Point Road – 21.6-2-6.200 – New 12’x12’ addition**

Gordon stated that a letter was submitted with the application from the property owner that Dereck Crowningshield could speak on their behalf.

Gordon asked why the applicant needed to complete and submit the long form of the environmental form. The Zoning Officer stated that the form was submitted and that he did not ask the applicant to complete the long form. Gordon stated that the Zoning Officer is to direct the applicant to complete the short or long form.

Gordon stated that the site plan application is missing from the application packet. Crowningshield stated that all paperwork was submitted to the Zoning Officer based on the checklist. It was also stated that Crowningshield had to provide the Zoning Officer with another copy of the letter stating Crowningshield was authorized to speak on the applicant’s behalf. The Zoning Officer stated that documents must have been lost due have lots of hands on this project.

***A motion was made by Gordon to accept the application as complete even though the Board didn’t have the application, seconded by Dwyer. Roll call: Dwyer, King, Gilliland, Gordon. Crowningshield recused. All in favor.***

Gordon stated that originals should be kept within the Zoning Officers office and if the application is needed, a copy be made to avoid losing documents.

Gordon asked if the representative of the project had anything to add. No further comments.

No comments from the Zoning Officer.

No further questions from the Board.

Gordon stated that the long form of the environmental assessment form was completed by the applicated 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. All in favor of issuing a Negative Declaration. ***Roll call: Dwyer, King, Gilliland, Gordon. Crowningshield recused. All in favor.***

***The site plan review was approved. Roll call: Dwyer, King, Gilliland, Gordon. Crowningshield recused. All in favor.***

### **Joseph & Judy Cardinale – 321 Corlear Drive – 11.17-1-51.000 – Retaining Wall**

It was stated that this application was not originally on the agenda as it was forgotten.

Gordon stated that he sent an email to the Zoning Officer with questions in regard to this project as there were missing documents and therefore this application was not complete. The Zoning Officer stated that he did not receive the JIF as he was told by Trisha Sheehan (representative of the project) that the submission to the Adirondack Park Agency was submitted via USPS and not via email and therefore the applicant has not received a reply.

Gordon asked if there was a site plan application as the Board did not receive it. The Zoning Officer stated that there was a site plan application and the copier must have not scanned double sided.

Gordon asked if there was page 2 of the short form environmental assessment form as the Board did not receive it. The Zoning Officer stated that there is and he had issues with the copier. Gordon and Crowningshield stated that page 2 was not received by the Board via email.

Sheehan provided the Board with copies of her application that she brought with her to the meeting.

Sheehan stated that the application with all documentation was submitted to the Zoning Officer on July 19<sup>th</sup>, 2024.

Gordon asked if there was a lettering authorizing Trisha Sheehan to speak on behalf of the applicant. Crowningshield stated that there is a letter in the hard copy of the application received by the Board not that it was not included with the information via email to the Board.

Gordon stated that all items of the application have been received now, except for the JIF.

Gordon asked if Sheehan would like to provide further information regarding the project. Sheehan stated that the applicant is looking to clean up the shoreline and wants to install the uniform block for the retaining wall.

Gordon asked if there are stairs. Sheehan stated a set of stairs will be in the middle of the retaining wall and the stairs toward the Joslyn property will potentially be redone as the applicant is up in the air due to pricing.

No comments from the Zoning Officer.

Crowningshield asked if the Board can approve the application contingent upon receiving the JIF letter. Sheehan asked if she had to have the JIF letter at the first meeting as she was under the understanding that this project would go to a public hearing.

Gordon stated that the attorney has advised the Planning Board to not make any decisions until all information is received by the Board.

Sheehan stated that she has already obtained a JIF letter for this property a couple years ago for a different project but on the same property.

Gordon stated that the zoning is already approved by the APA and with that, requests submitted via email, JIF letters are typically received quickly and the JIF letters are there for the Planning Boards protection.

Gordon stated that the short form of the environmental assessment form was completed by the applicated 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. All in favor of issuing a Negative Declaration.

***Roll call: Dwyer, Crowningshield, King, Gilliland, Gordon. All in favor.***

Gordon stated the application is not complete due to not having the JIF letter.

***A motion was made by Crowningshield to approve the site plan application contingent upon receiving the JIF letter with non-jurisdictional, seconded by Dwyer. Roll call: Dwyer, Crowningshield, King, Gilliland, Gordon. All in favor.***

It was stated that if the JIF letter is received without non jurisdictional, the Zoning Officer cannot issue a permit for this project.

Gordon asked if there was any other business. No other business.

Gordon thanked the Planning Board for their dedication.

The next meeting will be held on September 24<sup>th</sup>, 2024.

***Meeting adjourned at 6:27pm.***

Respectfully Submitted,

Morgan Drinkwine  
Secretary for Planning and Zoning Board

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	August 27 <sup>th</sup> , 2024
<b>APPLICATION NUMBER:</b>	24071-P
<b>NAME:</b>	Calvin Cumm
<b>PROJECT ADDRESS:</b>	3706 Main Street
<b>TAX MAP NUMBER:</b>	31.13-4-29.100
<b>REQUEST FOR APPLICATION FOR:</b>	New Single Family Home

<b>PROPOSED MOTION:</b>	<i>A motion was made by Dwyer to approve the site plan of a new single family home, seconded by King.</i>			
<b>MOTION MADE BY:</b>	Tom Dwyer			
<b>MOTION SECONDED BY:</b>	Brian King			
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	Dereck Crowningshield	-	-	Recused
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	-	-	Absent
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	August 27 <sup>th</sup> , 2024
<b>APPLICATION NUMBER:</b>	24053-Z
<b>NAME:</b>	Mark & Rachel Herr
<b>PROJECT ADDRESS:</b>	832 Point Road
<b>TAX MAP NUMBER:</b>	21.6-2-6.200
<b>REQUEST FOR APPLICATION FOR:</b>	12'x12' addition

<b>PROPOSED MOTION:</b>	<i>The site plan review was approved.</i>			
<b>MOTION MADE BY:</b>				
<b>MOTION SECONDED BY:</b>				
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	Dereck Crowningshield	-	-	Recused
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	-	-	Absent
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	August 27 <sup>th</sup> , 2024
<b>APPLICATION NUMBER:</b>	24079-P
<b>NAME:</b>	Joseph & Judy Cardinale
<b>PROJECT ADDRESS:</b>	321 Corlear Drive
<b>TAX MAP NUMBER:</b>	11.17-1-51.000
<b>REQUEST FOR APPLICATION FOR:</b>	Retaining Wall

<b>PROPOSED MOTION:</b>	<i>A motion was made by Crowningshield to approve the site plan application contingent upon receiving the JIF letter with non-jurisdictional, seconded by Dwyer.</i>			
<b>MOTION MADE BY:</b>	Dereck Crowningshield			
<b>MOTION SECONDED BY:</b>	Tom Dwyer			
<b>MEMBER VOTE:</b>	<b>MEMBER NAME:</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
	Gregory Gordon	X		
	Dereck Crowningshield	X		
	Brian King	X		
	Chauntel Gilliland	X		
	Gina Minessale	-	-	Absent
	R. Andre Klein	-	-	Absent
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				