



TOWN OF WILLSBORO

PLANNING BOARD

MINUTES

PLANNING BOARD MEETING

DATE: August 26th, 2025 at 6pm
LOCATION: Willsboro Town Hall

Present: Chairperson: Gregory Gordon Members: Andre Klein, Dereck Crowningshield, Tom Dwyer, Maureen Moynan & John Hubbard

Absent: Gina Minessale & John Carver

Members of the Public: Spencer Hathaway, Adam Hathaway, Donald Gilbert and Jonathan Franke (Zoning Officer)

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

Gordon reviewed housekeeping items and welcomed members of the public and the new members of the planning board.

Gordon mentioned that there is a team working on the comprehensive plan and there is a survey out to the public via online and hard copies at local establishments and encourages people to take the survey. It was stated that the survey results will then be compiled and shared with the public at a later date.

Minutes:

The July 22, 2025 minutes were approved as presented.

A motion was made by Klein, seconded by Crowningshield to approve the July 22nd, 2025 minutes as presented. Roll call: Hubbard, Crowningshield, Moynan, Klein, Dwyer, Gordon. All in favor, motion carried.

Public Hearing: No public hearing.

Old Business: No old business.

New Business:

A Donald Gilbert – 11.13-1-31.000 & 11.13-1-32.000 – 613 Corlear Drive – RL-1 – Demolishing existing structure and building a new year-round structure

Gordon provided the board with a copy of the decision form from the ZBA variance that was granted.

Gordon asked if there were any comments from the applicant or representatives.

Gilbert stated that he is happy to answer any questions the board may have but he thinks he as included everything in the packet and he is wanted to replace the existing camp with a year round camp and trying to maintain a natural screen.

Gordon asked if the Zoning Officer had any comments. No comments from the ZO.

Gordon asked if the board had any questions. Gordon questioned if the number of bedrooms is going to be staying the same. Gilbert stated that over the years the camp has had a different number of bedrooms but years ago they did install a larger tank and a pump out station and believes the septic is more than adequate. Adam Hathaway stated that a leach field test was completed today. Gordon asked if there was any documentation that the system is certified and engineered. The ZO stated he did not have anything. Gilbert stated he wasn't sure what was done when the larger tank was installed. Gordon asked if you are adding more bedrooms you need to be sure the septic can handle it. Spencer Hathaway stated that they will be installing a new tank and new pump out station with alarm floats. Gordon stated that those will need to be permitted and approved.

Gordon stated that any septic system replacements come through the planning board so since this project is in front of the planning board today the septic system will be part of this application.

Gordon asked if the parcels had been combined. Gilbert stated that they have been combined as of last week just prior to the ZBA meeting.

Klein asked what the current count of bedrooms was. Gilbert stated four. Klein asked how many bedrooms will be in the new camp. Gilbert stated four.

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

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

Gordon stated that this project went to a public hearing last week in front of the ZBA and stated that no members of the public showed but they did receive seven letters in support of the project from neighbors within 500 feet.

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

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

Gordon thanked the Planning Board for their dedication and thanked the new members for joining.

Gordon stated that Morgan Drinkwine is resigning from planning board and zoning board secretary but stated she would stay on until a replacement was found.

The next meeting is scheduled for September 23rd, 2025.

Meeting adjourned at 6:18pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board

DRAFT