



TOWN OF WILLSBORO
PLANNING BOARD

MINUTES
PLANNING BOARD MEETING
DATE: October 22nd, 2024 at 6pm
LOCATION: Willsboro Visitor Center

Present: Chairperson: Gregory Gordon Members: Tom Dwyer, Dereck Crowningshield, Gina Minessale, Andre Klein

Absent: Chauntel Gilliland, Brian King

Members of the Public: Carol Blakely, Sarah Noll, Spencer Hathaway, Laurie Adams, Pamela MacDougall

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

Gordon reviewed housekeeping items.

August 2024 Minutes: *A motion was made by Crowningshield, seconded by Dwyer to approve the minutes as presented. All in favor, motion carried.*

Gordon stated that there were three projects that were on the agenda, however, upon his review of the projects, he determined that these projects did not need to come before the Planning Board and had a discussion with the Zoning Officer over the phone in regard to those projects. Those projects included Cynthia Giovacchino (minor subdivision), Charles Robinson (construction of a garage on existing concrete slab) and Arthur Auch (2 story residential building with 2 units).

Old Business: No old business

New Business:

Carol Blakeley – 74 Sabousin Drive – 11.17-1-10.000 – RL-1 – Retaining wall connecting to existing wall

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

Gordon asked if the applicant had any comments on the project. Blakely stated that this project needs to be done and is necessary and thanked the Board.

Gordon asked if the Board had any questions.

Gordon asked the applicant if this new wall was connecting to an existing wall or if it was a completely new wall. Blakely stated that it would be connecting to the existing wall and estimated that the additional new wall would be about 20' and the existing wall is about 65'-75' and that her parents did not have the wall extended and one corner of the house is now caving in.

Gordon asked what the lot coverage was to the Zoning Officer and he was not able to reply. Gordon also asked the Zoning Officer where on the application it stated the size of the retaining wall and the Zoning Officer told Gordon to look on the SEQR form.

Gordon asked if any Board members had any questions. No questions.

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: Klein, Dwyer, Crowningshield, Minessale, Gordon**

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

Sarah Noll – 827 Mountain View Drive – 30.16-2-2.000 – M – 40'x60' storage building/ garage

Gordon asked if the applicant had any comments on the project. Noll stated that she would like to build a 40'x60' garage on this piece of property and explained that the County map and the town map have this property in two different districts. Noll stated that when she first bought the property, she was told she would be able to build a garage and now she is getting mixed answers as to what she can or can't do.

Gordon stated that according to the Town zoning map this property is in the industrial district and that is what the Planning Board and Zoning Board has to go by and that the County may have her taxed as residential but that doesn't have anything to do with how the Planning Board and Zoning Boards of Appeals review this application.

Hathaway explained that the Zoning Board of Appeals is having her get a variance and that it is going to public hearing in November.

Gordon stated that section 4.23 in the zoning law it states undersized lots allows you to have two-thirds of the setbacks. Gordon stated that this would mean the applicant would only need 50' all the way around. Gordon stated that if the applicant moved the garage over, the applicant would no longer need a variance, however, the applicant would need a special use permit. The special use permit would need to be submitted and approved by the Planning Board because the applicant's intended use is for commercial use.

Gordon asked if there was a specific reason for where the building is where it is on the plans. Noll stated she has the building where it is because the neighbor to the East requested it to be there to block some of the noise and dust from Imery's trucks going by. Noll stated she has a letter from that neighbor in favor of her project.

Gordon further explained that if Noll wanted to build a home there, a variance would be needed.

Crowningshield stated that Noll should have come to the Planning Board prior to demolishing the house that was there when she purchased the property as the Planning Board could have reviewed her project and potentially stated that she could rebuild a house after demolishing the house that was there. However, since that was not the case, the applicant will need a variance to rebuild a home on that property.

Hathaway asked if on the arial map view if the old house was still part of those photos. Gordon stated that the County keeps those maps in the archives and it is still available with the old house. Hathaway, Gordon and Crowningshield all agreed that it would be a good idea for Noll to obtain this arial view for her records if and when she would like to build a new house there.

Gordon asked the applicant if the applicant is going to move the building to have 50' all the way around for setbacks. The applicant agreed that she would move the garage so comply with the 50' setbacks all the way around so she would not need a variance.

Gordon stated that even though this application was received past the deadline, the Board did receive the special use permit and the Board will review the project.

Gordon asked about sewer and water. Hathaway and Noll stated that the property has Town sewer and water.

Gordon asked if there was a building permit issued. Noll stated that the Zoning Officer would not complete any paperwork because he wasn't sure what the project was going to be.

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: Klein, Dwyer, Crowningshield, Minessale, Gordon.**

Gordon stated that the Planning Board has the ability to waive a public hearing on projects. Gordon stated that the public hearing for this project be waived. Gordon asked Noll to provide the Board with the letters she has received for their files.

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

Gordon asked Noll to notify the Zoning Board of Appeals chairperson of the Planning Boards decision that way they are aware of the changes and so the public hearing for the variance can be canceled. Drinkwine stated that she would let the Zoning Board of Appeals chairperson know and would also send cancelation notices for the public hearing.

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 November 26th, 2024.

Meeting adjourned at 6:46pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board

DRAFT

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	October 22, 2024
APPLICATION NUMBER:	24092
NAME:	Carol Blakely
PROJECT ADDRESS:	74 Sabousin Drive
TAX MAP NUMBER:	11.17-1-10.000
REQUEST FOR APPLICATION FOR:	Retaining wall connecting to existing wall

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

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	October 22, 2024
APPLICATION NUMBER:	24111
NAME:	Sarah Noll
PROJECT ADDRESS:	827 Mountain View Drive
TAX MAP NUMBER:	30.16-2-2.000
REQUEST FOR APPLICATION FOR:	40'x60' storage building/garage

PROPOSED MOTION:	<i>A motion was made to accept the application as complete and to approve the special use permit, with waiving the public hearing.</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	-	-	Absent
	Chauntel Gilliland	-	-	Absent
	Gina Minessale	X		
	R. Andre Klein	X		
	Tom Dwyer	X		
SIGNATURE OF PLANNING CHAIRMAN:				

Owners Name: Carol Blakely

Tax Map ID: 11.17-1-10.000

Address: 74 Sabousin 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?	✓	
2. Will the proposed action result in a change in the use or intensity of use of land?	✓	
3. Will the proposed action impair the character or quality of the existing community?	✓	
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	✓	
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?	✓	
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?	✓	
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	✓	
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	✓	
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	✓	
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	✓	
11. Will the proposed action create a hazard to environmental resources or human health?	✓	

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



Signature of Responsible Officer in Lead Agency

10/22/24

Date

Chair

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)

Owners Name: Sarah Noll

Tax Map ID: 30.16-2-2.000

Address: 827 Mountain View Drive

District: M

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?	✓	
2. Will the proposed action result in a change in the use or intensity of use of land?	✓	
3. Will the proposed action impair the character or quality of the existing community?	✓	
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	✓	
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?		✓
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?	✓	
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	✓	
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	✓	
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	✓	
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	✓	
11. Will the proposed action create a hazard to environmental resources or human health?	✓	

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

10/22/24

Date

Chair

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)