



TOWN OF WILLSBORO  
ZONING BOARD OF APPEALS

MINUTES  
ZONING BOARD OF APPEALS  
DATE: July 16<sup>th</sup>, 2024 at 6:00PM  
LOCATION: WILLSBORO TOWN HALL

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

**Absent:** Susan Mueller

**Members of the Public:** Dereck Crowningshield, Jonathan Franke (Zoning Officer)

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

**Public Hearing:**

**Rachael & Mark Herr – 832 Point Road – 21.6-2-6.200 – RL-3 – 12’x12’ addition**

Reynolds opened the public hearing at 6:03pm. Sheehan asked if any letters were received and Franke stated he received one phone call from Michelle Fisher and Fisher did not have any concerns with the project. No other members, except for the Crowningshield (contractor for the project) of the public were present for this project.

Reynolds asked if anyone else had any public comment and if the board had any questions.

Reynolds closed the public hearing at 6:10pm.

***A motion was made by Reynolds to make a decision on the 12’x12’ addition to the house. Seconded by Nasner. Roll call: Reynolds, Sheehan, Gerding, Nasner. All in favor.***

Nasner asked if Dereck Crowningshield was the contractor. Crowningshield stated he was.

The Board read aloud and reviewed the five questions. Discussion followed. ***The Board approved the project. Roll Call: Reynolds, Sheehan, Nasner, Gerding. All in favor.***

A discussion was held in regards to housekeeping items (organization, etc.).

The Board read and reviewed the June meeting minutes. Discussion was held on changes within the minutes for Smith project. Sheehan questioned that there was not a motion made. Sheehan stated that Susanne Mueller made a motion to approve however there was not a motion made and Sheehan doesn’t agree that a decision was made because Mueller stated she thought a variance as not needed but the Board did not make a decision as a whole. Nasner asked what happened that should not have happened. Franke explained the zoning and that the applicant should have been looking for a use

variance within the RMM, which states manufactured homes only however in zoning under principal permitted uses is a travel trailer, so if the applicant puts a travel trailer there then he is granted an accessory unit. Reynolds will check the original meeting minutes and cross reference them and make the edit to the minutes as necessary. Sheehan stated the applicant is not in compliance either way. Reynolds stated the subject matter can be brought back to the table within a certain timeframe. Franke asked if that had to be a public hearing and Reynolds stated she wasn't sure. Nasner asked if they put a manufactured home in then they can put an accessory structure and Sheehan stated she was correct. ***Reynolds made a motion to amend the May and June meeting minutes and approve at the August meeting. Seconded by Sheehan. Roll call: Reynolds, Sheehan, Nasner, Nicole. All in favor.***

**Old Business: No old business.**

**New Business: No new business.**

***Meeting adjourned.***

Respectfully Submitted,

Morgan Drinkwine  
Secretary for Planning and Zoning Board