



TOWN OF WILLSBORO  
PLANNING BOARD

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MINUTES  
PLANNING BOARD MEETING  
DATE: November 26<sup>th</sup>, 2024 at 6pm  
LOCATION: Willsboro Town Hall

**Present:** Chairperson: Gregory Gordon Members: Tom Dwyer, Dereck Crowningshield, Gina Minessale, Brian King

**Absent:** Chauntel Gilliland, Andre Klein

**Members of the Public:** Bob Kaleita and Jonathon Franke (Zoning Officer)

Chairperson Gregory Gordon called the meeting to order at 6:01pm and welcomed the public.

Gordon reviewed housekeeping items.

**Minutes:**

The October minutes were approved as presented.

*A motion was made by Gordon to approve the October 2024 minutes as presented. Roll Call: King, Minessale, Dwyer, Crowningshield, Gordon. All in favor, motion carried.*

**Old Business:** No old business

**New Business:**

Gordon stated that there are a few changes to the structure of the meetings as there are motions that are needed as he learned this at the training he attended. There needs to be a motion to accept a complete application, a motion for a public hearing or not, a motion to accept the SEQR and a motion to approve the site plan.

**Catherine Anderson – 170 Cedar Lane – 20.20-3-2.00 – RL-2 – Retaining wall**

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

*A motion was made by Crowningshield, seconded by Dwyer to not have a public hearing for this application. Roll call: King, Minessale, Dwyer, Crowningshield, Gordon. All in favor, motion carried.*

Gordon stated the applicants were not present at the meeting, however, Bob Kaleita was there to represent. Gordon asked Kaleita to add any additional information about the project. Kaleita asked if there were any questions and Gordon asked if he could clarify the project as there was confusion as to what exactly was being done. Per a phone conversation with the applicant and the Zoning Officer, which Gordon was present for, the applicant stated that both walls were being torn down and both being rebuilt. Kaleita stated that both walls are being torn down and the wall closest to the water was being rebuilt. The wall closer to the house was not being rebuilt. In addition, Kaleita stated that there may be a couple of stone steps in the break in the wall and that the 8' wide concrete ramp that goes to the water will be taken out as well.

Gordon asked if the Zoning Officer had anything to add. The Zoning Officer stated he did not.

Kaleita stated that there will be some sand fill and top soil and landscaping (shrubs etc.). Crowningshield stated it sounds like it be an improvement.

Gordon asked if the Board had any questions for Kaleita. 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. ***A motion was made by Crowningshield, seconded by King to declare a negative declaration. All in favor of issuing a Negative Declaration. Roll call: King, Minessale, Dwyer, Crowningshield, Gordon. All in favor, motion carried.***

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

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

Gordon thanked the Planning Board for their dedication.

Gordon reminded the Board that there is a mandatory 4 hours of training per year required and to please send training certificates to Morgan Drinkwine to have on file.

The next meeting is scheduled for December 24<sup>th</sup>, 2024, however, Gordon asked if the Board would like to reschedule this meeting. The Board agreed to reschedule the meeting. **The rescheduled date is for Tuesday, December 17<sup>th</sup>, 2024.**

***Meeting adjourned at 6:20pm.***

Respectfully Submitted,

Morgan Drinkwine  
Secretary for Planning and Zoning Board

**DECISION FORM:**

<b>BOARD:</b>	Planning Board
<b>DATE OF MEETING:</b>	November 26, 2024
<b>APPLICATION NUMBER:</b>	24124-P
<b>NAME:</b>	Catherine Anderson
<b>PROJECT ADDRESS:</b>	170 Cedar Lane
<b>TAX MAP NUMBER:</b>	20.20-3-2.00
<b>REQUEST FOR APPLICATION FOR:</b>	Retaining wall

<b>PROPOSED MOTION:</b>	<i>A motion was made to approve the site plan review.</i>			
<b>MOTION MADE BY:</b>	Dereck Crowningshield			
<b>MOTION SECONDED BY:</b>	Gina Minessale			
<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	-	-	Absent
	Gina Minessale	X		
	R. Andre Klein	-	-	Absent
	Tom Dwyer	X		
<b>SIGNATURE OF PLANNING CHAIRMAN:</b>				