



TOWN OF WILLSBORO
PLANNING BOARD

MINUTES
PLANNING BOARD MEETING
DATE: November 26th, 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 24th, 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 17th, 2024.**

Meeting adjourned at 6:20pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board

received
12-18-24

DECISION FORM:

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

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

Owners Name: Catherine Andersen

Tax Map ID: 20.20-3-2.000

Address: 170 Cedar Lane

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

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

11/26/24

Date

Chair

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)