

TOWN OF WILLSBORO
PLANNING BOARD

MINUTES
PLANNING BOARD MEETING
DATE: December 17, 2024 at 6pm
LOCATION: Willsboro Town Hall

Present: Chairperson: Gregory Gordon Members:, Gina Minessale, Brian King, Andre Klein
Absent: Chauntel Gilliland, Tom Dwyer, Dereck Crowningshield
Members of the Public: Jeffrey Bigelow and Jonathon Franke (Zoning Officer)

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

Gordon reviewed housekeeping items.

Minutes:

The November minutes were approved as presented.

A motion was made by King, seconded by Minessale to approve the November 2024 minutes as presented. Roll Call: Klein, King, Minessale, Gordon. All in favor, motion carried.

Gordon asked the secretary to include the decision form and SEQR form to the minutes that are posted on the website.

Old Business: No old business

New Business:

Jay & Leslie Cohen – 579 Corlear Drive – 11.13-1-23.00 – RL-1 – 20’ x 14’ Addition

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

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

Gordon asked if the representative of the project, Jeffrey Bigelow, had anything to add. Bigelow stated that he would be eliminating the porch but it will stay in line with the house on the lakefront (front of house). The Board reviewed the drawing and verified with the representative where the porch will be going.

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

Gordon asked if any Board members had any questions. They did not.

Gordon asked what the addition was for. Bigelow stated that the applicant is selling their home in Florida and want room for a desk. Gordon wanted to be sure it was not an additional bedroom. Bigelow stated it is not an additional bedroom and there is not any plumbing within this project other than a mini split will be installed for heat.

Gordon stated that the lot coverage is now 14.78% and that any additional additions would need to have a variance and go before the Zoning board.

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 King, seconded by Klein to declare a negative declaration. All in favor of issuing a Negative Declaration. Roll call: Klein, King, Minessale, Gordon. All in favor, motion carried.

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

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

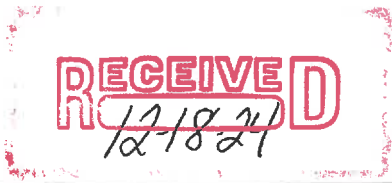
Gordon thanked the Planning Board for their dedication.

The next meeting is scheduled for January 26th, 2025

Meeting adjourned at 6:11pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board



DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	December 17 th , 2024
APPLICATION NUMBER:	24122-P
NAME:	Jay & Leslie Cohen
PROJECT ADDRESS:	579 Corlear Drive
TAX MAP NUMBER:	11.13-1-23.000
REQUEST FOR APPLICATION FOR:	20' x 14' Addition

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

Owners Name: John Cohen

Tax Map ID: 11.13-1-23.000

Address: 579 Corlear 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?	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

12/17/2024

Lead Agency

Date

Gregory D. Gordon

Chair

Responsible Officer in Lead Agency

Title of Responsible Officer

Gregory D. Gordon

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)