



TOWN OF WILLSBORO  
PLANNING BOARD

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MINUTES  
PLANNING BOARD MEETING  
DATE: September 23<sup>rd</sup>, 2025 at 6pm  
LOCATION: Willsboro Town Hall

**Present:** Chairperson: Gregory Gordon Members: Dereck Crowningshield, Tom Dwyer, Maureen Moynan, C.P. Robinson & John Carver

**Absent:** Gina Minessale, Andre Klein & John Hubbard

**Members of the Public:**, Adam Hathaway, Robin Belzile, Barbara Paye, Susan Fahey, Lorilee Sheehan, Mark Hall, Steve MacNerland and Jonathan Franke (Zoning Officer)

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

Gordon welcomed new member Charles Robinson.

Gordon reviewed housekeeping items and welcomed members of the public.

**Minutes:**

The August 2025 minutes were approved as presented.

*A motion was made by Crowningshield, seconded by Carver to approve the August 2025 minutes as presented. Roll call: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.*

**Public Hearing:** No public hearing.

**Old Business:** No old business.

**New Business:**

**Barbara Rehm - 40.11-2-3.000 – 3036 Essex Road – RL-3 - Demolition and proposed new construction of a single-family home.**

Gordon asked if there were any comments from the applicant or representatives. Adam Hathaway stated that it will be 38' x 78' and it meets all required setbacks. Hathaway stated he doesn't have a full set of plans yet but it will be a one story home with a small garage in the back.

Gordon asked what was currently there. Adam Hathaway stated that there was a house there but they demolished it last week and Roto Rooter has been there for the septic.

Gordon asked if the Zoning Officer had any comments. No comments from the ZO.

Gordon asked if the board had any questions.

Crowningshield stated they are beyond the setback so they are better than what it was before.

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

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: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

***A motion was made by Crowningshield, seconded by Moynan, to not hold a public hearing. Roll call: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

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

**Deirdre & Steve MacNerland -39.1-1-17.100 – RR - 281 Sunset Drive –Minor Subdivision Application.**

Gordon stated that he had a concern with the project as the application was not in the current land owners name.

Gordon asked if there were any comments from the applicant or representatives. Steve MacNerland stated that the initial negotiation had changed a little bit from 42-45 acres to now close to 70 acres but he does not have a new map to show the new configuration. MacNerland stated that he has a Class A permit filled out with a number assigned to him and the Local Government Notice form is filled out.

Gordon asked if the Zoning Officer had any comments. No comments from the ZO.

Gordon asked if the board had any questions.

Gordon stated that if they subdivide the property its going to be land locked. MacNerland stated it wont be land locked as there is a some property along the road. MacNerland and the Board reviewed the map.

Gordon stated that he wasn't sure if the Board can make a motion that the application is complete as the final survey is not done.

***A motion was made by Crowningshield, seconded by Carver, to accept the application as complete upon final survey. Roll call: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

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: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

***A motion was made by Crowningshield, seconded by Moynan, to not hold a public hearing. Roll call: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

***A motion was made by Crowningshield, seconded by Dwyer, to approve the minor subdivision. Roll call: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

**John & Patti Wukovits – 20.3-2-19.000 – 3 Weigands Way – HC2/LF - Demolish single-family seasonal dwelling and rebuild as a year-round single-family dwelling.**

Gordon stated that the ZBA granted this application a variance at their meeting and the Board was provided with a copy of the decision form.

Gordon asked if there were any comments from the applicant or representatives. Mark Hall stated he was the representative. Mark Hall stated that the existing seasonal cottage they are growing out of and the applicants would like to retire here and have a year-round home. Mark Hall stated that the lot is extremely small. The Adirondack Park Agency (APA) provided them with a JIF and it did not request any jurisdiction. Mark Hall stated that the new home is 5' further away from the water but they are limited as to how far they can come back due to the septic and driveway. The new home would be a little wider and will be a two story except for the wing to the south will be single story.

Gordon asked if the Zoning Officer had any comments. No comments from the ZO.

Gordon asked if the board had any questions.

Gordon asked how tall the two stories would be. Mark Hall stated that he believed it was around 34'.

Crowningshield clarified that the current building is closer to the north property line and the lake and that the ZBA granted a new side yard setback. Mark Hall stated he was correct.

Gordon asked if the absorption field is going across the other side of the road. Mark Hall stated it will be on the other side of the driveway not the other side of the road.

Gordon stated that in the ZBA variance that was granted it states that trees and shrubs will stay in place. Gordon asked if there was enough room. Mark Hall stated yes everything that's there can stay except for where the leech field is but they do not intend to cut any trees.

Crowningshield stated that they are doing the best they can to become conforming on an undersized lot.

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

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: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

***A motion was made by Crowningshield, seconded by Carver, to hold a public hearing on October 28<sup>th</sup> at 6pm. Roll call: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

**Jay Cohen – 11.13-1-23.000 – 579 Corlear Drive – RL-1/LF - Demolish existing garage and construct a new 23' × 24' garage**

Gordon stated that the ZBA granted this application a variance at their meeting and the Board was provided with a copy of the decision form.

Gordon asked if there were any comments from the applicant or representatives. Jeffrey Bigelow stated that he will be stubbing in for a slop sink but it has not been brought up and wasn't sure if it will be an issue. Gordon stated that it would be brought up to the Code Enforcement Officer.

Gordon asked if the Zoning Officer had any comments. No comments from the ZO.

Gordon asked if the board had any questions.

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

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: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

Gordon read aloud the ZBA motion on the decision form.

***A motion was made by Dwyer, seconded by Crowningshield, to not hold a public hearing. Roll call: Crowningshield, Moynan, Carver, Dwyer, Robinson, Gordon. All in favor, motion carried.***

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

Lorilee Sheehan – 21.5-1-52.000 – 127 Corlear Drive – RL-1/LF - Add living space to the lakeside of the home, expand covered porch, and replace existing wood deck with a concrete patio.

Greg Gordon stated he is recusing himself and handing the meeting over to Tom Dwyer.

Dwyer asked if there were any comments from the applicant or representatives. Lorilee Sheehan stated that she is here to answer any questions. Lorilee Sheehan stated that years ago she planned on doing this project and came before the ZBA but didn't end up getting the building permit, so it expired and that she went to the ZBA last week and is back in front of the planning board. Lorilee Sheehan stated that the pre-existing structure was two stories, and it will now be one. Lorilee Sheehan stated she met the side yard setbacks, and she has a design plan that she is happy to share with the Board.

Dwyer stated that the ZBA granted this application a variance at their meeting and the Board was provided with a copy of the decision form.

Dwyer asked if the Zoning Officer had any comments. No comments from the ZO.

Dwyer asked if the board had any questions. No questions from the board.

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

Dwyer 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: Crowningshield, Moynan, Carver, Robinson, Dwyer. Abstained: Gordon. All in favor, motion carried.***

Dwyer stated that he wasn't aware of any negative comments from when the ZBA held a public hearing. The ZO stated that there was one negative comment regarding lot coverage. Moynan stated that email was provided in the packet to the Board.

***A motion was made by Dwyer, seconded by Crowningshield, to not hold a public hearing. Roll call: Crowningshield, Moynan, Carver, Robinson, Dwyer. Abstained: Gordon. All in favor, motion carried.***

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

Dwyer thanked the Planning Board for their dedication and thanked the new member for joining.

The next meeting is scheduled for October 28<sup>th</sup>, 2025.

***Meeting adjourned at 6:41pm.***

Respectfully Submitted,

Morgan Drinkwine  
Secretary for Planning and Zoning Board

DRAFT