



TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

Minutes Planning Board Meeting Date: June 27, 2023 Location: Willsboro Town Hall

Present: Chairman- Gregory Gordon; **Board Members-** Andre Klein, Gina Minessale, Tom Dwyer, Dereck Crowningshield **Absent:** John Sucharzewski, Chauntel Gilliland, Brian King
Members of the Public: Kevin Mallalieu, Spencer Hathaway, Melanie Litrenta, Gary Litrenta, Dianne Henk

-Chairman Gregory Gordon called the meeting to order at 6:00 p.m. and welcomed the public in attendance. Gordon informs the public where the emergency exits are, that restrooms are available and their location, asks everyone to please silence their cell phones, and reminds anyone speaking to state their name so that we know which project they are speaking for.

Minutes:

Gordon called for a motion to approve April 25, 2023 meeting minutes. *Dwyer made a motion to approve April 25, 2023 meeting minutes. Crowningshield seconded.*

New Business:

-Kevin Mallalieu, 362 Bay Lane, tax map #20.20-1-55.300, Residential Pole Barn/Storage

Gordon states that it is presented tonight because the project is within 500 ft of the lake and the lakefront overlay district, it also appears to meet the lot size of 40,000 sq ft and the width/side yard setback. The representative does not have any comments. Dwyer asked "the APA letter says you are putting in an onsite wastewater treatment system, is that happening?" The owner/representative, Kevin said that it is already there. No comments from the code enforcement officer. Klein asked "Is there already a residence on the property?", there is not. Gordon asked "why there is already a septic system on the property". The owner/representative states that he owns two adjoining lots and the plan is to use that system for a house in the future, on an adjoining lot. Gordon also asked "it says storage and workshop pole building, a workshop for what?" The owner/representative said that he tinkers around in a workshop and will store his boats in the other half. Gordon wanted it on the record that there will not be a business out of this workshop/storage barn. Gordon asked for a motion to approve the site plan as presented. *Dwyer made a motion to approve this site plan as submitted. Minessale seconded. Roll call: Klein, Dwyer, Crowningshield, Mineassale, Gordon. All in favor.*

-Melanie and Gary Litrenta, 98 Cedar Lane, New Home, tax map #21.17-1-9.000, RL-1:

Melanie and Gary Litrenta explained that they are taking down their existing structure and rebuilding a new home, and situating the house so the setbacks are all in compliance. Gordon asked for a site plan, Dwyer stated that Bobby sent an email today, Crowningshield said there

was also one with the lot development plan. The board and representative reviewed the plans again. There are currently 3 bedrooms in the structure they are removing and there will only be one bedroom in this new home, so the septic system is fine as is. They are building the same size home but moving it back to comply and meet the setbacks. Gordon asked for a motion to approve the site plan as presented. ***Crowningshield made a motion to approve this site plan as submitted. Klein seconded. Roll call: Klein, Dwyer, Crowningshield, Minessale, Gordon. All in favor.***

-Dianne Henk, 86 Perrys Point Way, New/Replace Deck and Stairway, Tax Map #:31.10-1-5.000 , RL-1 Lakefront

The owner/representative, Dianne explained that if you look at the survey map you can see that it was built on/around 1926, so even the old stairs are really on the neighbor's property. We already share a well with them and we have talked with them about this little triangle of stairs that is on their land, they have agreed to sell us the little piece. It is being addressed; my only other question is wondering what the APA process is after submission. The owners next step is to have another survey done/measure the triangle to figure out what they will be buying for property. Gordon states that even though this is an undersized lot, we would not be doing our job if we granted a nonconforming structure to another nonconforming structure without anything else from the current owners of that piece of property. Code enforcement officer said they are within the line for the set back from the lake for the deck. This would need a variance from them as well as maybe another variance depending on how far the deck/stairs is from the property line once it is purchased. ***Gordon said we must table this until we have variances from the ZBA, correspondence from the APA, and either a new survey for the deed or a letter stating what is happening with what piece of property you are buying to know if you are within the setbacks. Code enforcement officer said he will get them at the next meeting for the ZBA.***

-Pamela Gittler, 36 Club Drive, Tax Map #:21.10-1-30.291, Addition,

It is here because it is lakefront, existing undersized structure. The cottage is currently about 750 square feet, so we are looking to build an extension adding a half bath and a bigger master bedroom as well as extend the other bedroom a little. This addition is not adding any additional bedrooms so the septic system will remain sufficient, it was brand new 5 years ago. Addition will be 12x20 and is L shaped to the cottage. There is a small shed (12x12) that will be removed and the addition will be in place of it, attached to the house. Garage is 20x20, the cottage is 22x40 (including the screened in porch). They are well under the 15% lot coverage. ***Klein made a motion to approve the site plan as presented tonight with addition to this picture added. Minessale seconded the motion. Roll call: Klein, Dwyer, Crowningshield, Mineassale, Gordon. All in favor.***

-Additional New Business:

Dereck gave the planning board a checklist to be added into applicants' packets or add to the website, it is to better organize the paperwork that is being submitted as well as tell the applicants what they still need for paperwork. Bobby said he tries to give the checklist that Greg made to everyone that comes in because most of the time they do not know what they need. Dereck asked if it could be added as an additional page to the actual permit, Bobby said yes and it would help him out because he does not have time to baby step all of these. Greg said that the checklist that he gave has all of the steps/paperwork needed so that should be the one added to

the application. The things needed for a specific project could be highlighted for each applicant if needed. But we should not be accepting anything until there is at least a site plan application because we are approving things based on a site plan application, but when we do not have any measurements, we cannot make any decisions. Our job as this board is to streamline everything. We sent away the 3rd applicant tonight but they could have been here last Tuesday instead and went to the ZBA. When you go to the ZBA, it is an automatic 30 days because there has to be a public hearing and hopefully the public hearing is right before their meeting, which means they would be able to approve it during the meeting so they can be with us the following week. Gordon talked to Bobby about having all parts of the application instead of getting some of it and then three days later getting the rest. It would be nice to get our packets with all of the information in a certain order, once it is all together it is nothing for Kyli to copy them in order. She is only going to copy what she has. Dereck said if everyone has the building permit application as the cover page and then everything in order after that would also make it easy to make sure all paperwork is there. Gordon also talked to Bobby because it is in the zoning section 13.14 that everything is also supposed to be turned in by the 15th of the month in order to come in front of the board. If something comes in and it is missing something and they, have it by the 16th or 17th Bobby just has to call Greg. We just need the time to review plans/visit sites if needed. Usually, the real property is very different from what is listed on the county website.

ADJOURNMENT:

Next Meeting- July 25th at 6pm.

Gordon called for a motion to adjourn the meeting. Klein moved to adjourn. Minessale second. All in favor.

Meeting adjourned at 6:38 pm.

Submitted by Kyli Miller
