



TOWN OF WILLSBORO

5 FARRELL ROAD WILLSBORO, NY 12996

518-963-8668

Minutes

Planning Board

Date: January 24, 2023

Location: Willsboro Town Hall

Present: Chairman- Gregory Gordon **Board Members:** Gina Minessale, Brian King, Andre Klein, Tom Dwyer, Chauntel Gilliland **Absent:** John Sucharzewski

Members of the Public: Bridget Moran, Krista Moran, Derrick Crowningshield, Brian Garvey

-The Public Hearing on January 24, 2023 meeting at the Town Hall for the Town of Willsboro Planning board was called to order at 6:00pm.

-Emergency exits are to the public left and the boards right, restrooms are in the corner, please silence your cell phones, if you are speaking, please mention your name and for what project.

-Krista Moran said she believes Greg has copies of the application for the subdivision.

-Gordon said that with this subdivision they did put in for the 239M to the Essex County Planning Board and it has been over 30 days with receiving nothing back from them.

We had to submit this because the property is in two separate towns, we are required to make sure that the County does not have issues with this.

-Brian Garvey said he thinks that it is wonderful that young people are wanting to build in Willsboro and stay in town.

-Gordon asked if we got a right of way- Our last meeting in November we discussed that we technically need a deed right of way because you cannot issue a subdivision to land lock a piece of property. Krista said they have talked about it but have not actually done it yet, they will do it.

Klein made a motion to close the public hearing at 6:07pm. Minessale second. Roll call: Minessale, Klein, King, Dwyer, Gilliland, Gordon. All in favor.

-The Regular Planning Board meeting on January 24, 2023 meeting at the Town Hall was called to order at 6:07pm.

-Gordon asked for a motion and a second to approve November 22, 2022 meeting minutes.

-King said there are some corrections that need to be made- there is million instead of M on 239M.

-The November 22, 2022 Meeting minutes were approved as presented. **Minessale made the motion to approve November 22, 2022 meeting minutes. Klein second. Roll call- Minessale, Klein, King, Dwyer, Gilliland, Gordon.**

Old Business:

*MORAN Property / Reber Road / Tax # 39.1-1-1.100 & 39.1-1-1.200/ RR / Minor Subdivision

-No comment from Code Enforcement Officer

-We did hear back from the APA and they approved it. Gordon asked for the Code Enforcement Officer to forward a copy of the email for the record.

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PHONE: (518) 963-8668 WEBSITE: www.townofwillsboro.com

-No comment from the board.

-Motion to approve the site plan and minor subdivision contingent on the letter to the Code Enforcement Officer for the right of way. King made a motion. Klein seconded. Roll call: Roll call- Minessale, Klein, King, Dwyer, Gilliland, Gordon.

This subdivision is approved pending the letter giving the right of way.

New Business:

*Jean Philippe De Muszka, 3221 Essex Road, 31.18-1-10.150, RL-3, New Home/Garage (house is 3,002 square feet, 4 bedroom, 3 bath) (garage 900 square feet, two car garage).

-Gordon asked what the set back is for the absorption fields for the set back- Derrick Crowningshield said it was 10 feet, Code Enforcement Officer and Klein confirmed that it is 10 feet and it is met.

Motion to approve site plan application as submitted. Klein made the motion to approve the site plan as submitted. Minessale seconded. Roll call: Roll call- Minessale, Klein, King, Dwyer, Gilliland, Gordon.

-Comment from the board- King said there was one more mistake in the November 22, 2022 meeting minutes- in the same paragraph- the 239 thousand and dollar sign is not needed. - Gordon- has submitted a checklist for site plan applications to Bobby to start to use. It takes everything that is on the application and it is divided into two parts. It shows what the applicant needs as well as a sheet for Bobby and Kyli to use to make sure that everything is in the packet. It makes it easier for the applicant and board members. Gordon has submitted a job description for the secretary and supervisor to make sure that the next person knows what their job is. We are working on the attendance for meetings because last month people sat here for 30 minutes to see if there would be a quorum or not. Kyli is going to be sending out emails a week in advance to see who will be attending (please get back to her as soon as you can so we know if we will or will not have a quorum). Gordon is wondering about the board's opinion for requiring applicants to apply for the APA Jurisdictional Inquiry Form for all projects. The reason is because we had a project that was supposed to come in front of the board but the applicant pulled it at the last minute for another minor subdivision when the code enforcement officer and myself looked at it there was wet land on the site so we had applicant to apply for the JIF and it ended up getting a cease order to no do anything with the property until they file for the proper permits. Gordons thought is that the application is easy to do online or you can mail it in but it will cover the board for situations like this. Klein thinks it is a good idea to cover bases but also to cover lawsuits or any other issues. Some properties are not as easy to tell that wetlands is an issue. Gordon said we will make this a requirement and once the zoning law is redone, we will make it official there too. The Town Supervisor is putting together a committee to go over the comprehensive plan and zoning- he is looking at the County to see if there is any funding.

-Derrick Crowningshield sent a letter of interest for being on the Planning Board- he said he just wants to help- it seems like a great idea to have a contract on the Board- mainly he just wants to help. Gordon said that there will be certain instances where if he is doing a project he will have to go to the other side of the table, having a contractor on the board is not unusual. We will just make sure we have enough people for a quorum. This has to do with personnel so we can go to executive session if people think we need to if no one thinks we need to then we need a motion to send a recommendation to the Town Board- **King made the motion to send the**

recommendation that Derreck Crowningshield be an alternate member of the Planning Board to the Town Board. Dwyer seconded. Roll call: Roll call- Minessale, Klein, King, Dwyer, Gilliland, Gordon.

-Next Meeting will be Tuesday February 28th at 6pm.

Gordon called for a motion to adjourn the meeting. Klein made a motion to adjourn the meeting. Gilliland seconded. All in favor.

Meeting adjourned at 6:27pm.

Submitted by Kyli Miller
