

**TOWN OF WILLSBORO**  
PLANNING BOARD

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**MINUTES**  
**PLANNING BOARD MEETING**  
**DATE: October 28<sup>th</sup>, 2025 at 6pm**  
**LOCATION: Willsboro Town Hall**

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

**Absent:** Gina Minessale, Tom Dwyer & John Hubbard

**Members of the Public:** Adam Hathaway, Barbara Paye, Susan Fahey, Marykay Doolittle, Sarah White, Mark Hall, Maynard Nelson and Jonathan Franke (Zoning Officer)

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

Gordon reviewed housekeeping items and welcomed members of the public.

**Public Hearing: No public hearing.**

**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 asked if the applicant had anything to add before going into the public hearing. Mark Hall stated he didn't have anything to add.

Gordon read allowed the ground rules for the public hearing. Gordon opened the public hearing at 6:05pm.

Gordon stated he received four emails regarding this project and distributed them to the Board.

Sarah White thanked the Board for letting her speak tonight. People on Long Pond are very close nit community. Sarah White has property on the south side of this project and east side on route 22. She agrees that the cabin needs to be rebuilt as it is older and other cabins on Weigands Way have been rebuilt and supports it. However, she has concerns about the plan that has been presented. First, the character and appearance of the camp – the existing camp is 872 square foot open deck, lattice work and the proposed camp is 3,224 square foot not including 360 square foot porch which basically covers the whole lot. A greater concern is that the proposed structure will be about 12' from the southern property line, within 2' of the property setback. She is very concerned about trees as the ZBA stated they cannot cut any trees and she isn't sure how that's possible and for the same reason is concerned with the placement of the septic. She would like additional tress added to the setback to protect privacy. She has a great concern with the plans as a room upstairs is listed as an office, but it meets all the criteria for a bedroom, which makes it a 4-bedroom home which would then increase the size of the septic.

Gordon asked if anyone else from the public would like to speak.

Barbara Paye stated that she had a project near her property and the applicant wanted to push towards her property line and one of the Board members asked to the applicant would there be a significant problem if you reached a compromise and went half as close as proposed and Paye was able to compromise.

Gordon stated that there was an area variance granted from the ZBA for minimum lot size and side yard setback and Gordon was unaware that the decision form goes to the APA and the APA came back and stated that items were left out for the variance.

Gordon recommends that this public hearing stay open until the ZBA resolves the shoreline setback concern with the APA.

***Crowningshield made a motion to keep open the public hearing until the ZBA resolves the shoreline setback concern with the APA, seconded by Klein. Roll call: Klein, Crowningshield, Carver, Moynan, Robinson, Gordon. All in favor, motion carried.***

Gordon opened the regular meeting at 6:19pm.

Sarah White asked what happens next with this and asked if she needed to start attending the ZBA meetings. Gordon stated that this just came about and the planning board really can't decide until there is a true decision from the ZBA.

#### **Minutes:**

The September 2025 minutes were approved as presented.

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

#### **Old Business:**

**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 we approve of everything, and he doesn't believe anything will change and the Board approved a negative declaration for the SEQR. Gordon asked if the Board had anything they wanted to discuss with the applicant. No questions from the Board.

Gordon asked if there was any additional information from the Zoning Officer. No additional information.

Gordon requested that a current photo of the trees and vegetation that are in concern and if you could surveyor tape the trees that are potentially going to be removed so the Board can see what is going to be removed and not removed.

**New Business:**

**Anthony Guardio – 11.18-1-10.000 – 1024 Point Road – RL-1 – 12'x16' addition on existing cabin**

Gordon asked if there was anyone present for this project. No one present.

Gordon asked the Zoning Officer if they were told to be here.

Gordon asked if the Board would like to deem the application complete.

Gordon asked the ZO which was page 2. The ZO stated he asked the applicant for a better copy. Gordon stated the SEQR is missing page 3. The ZO stated that it states on the application that it was submitted to the APA but the ZO does not have the JIF back from the APA.

Gordon stated he would entertain that this application is incomplete unless someone thinks otherwise.

Crowningshield asked the ZO if there were any better plans that were submitted. The ZO stated there was not.

*A motion was made by Klein that the site plan application is incomplete as submitted, seconded by Crowningshield. Roll call: Klein, Crowningshield, Carver, Moynan, Robinson, Gordon. All in favor, motion carried.*

Gordon asked the ZO to reach out to the applicant stating that they don't have the JIF, page 2 of the SEQR and need better plans.

**Maynard Nelson – 20.20-3-14.000 – 120 Cedar Lane – RL-1 – 12'x24' detached garage**

Gordon asked if the applicant had anything to add. The applicant did not.

Gordon asked if the ZO had anything to add. The ZO did not.

Gordon asked if the Board had any questions.

Gordon stated that on the site plan that was submitted it looks like this one was sent to the APA. Gordon asked what the distance is from the primary structure to the garage. The applicant stated 8'. Gordon stated that he thought on an accessory structure it is supposed be a minimum of 12' or the height of the building. The ZO stated he was correct. Gordon stated that he doesn't make the setback.

Gordon asked if the Code Officer had reviewed this. The ZO stated he did. Gordon asked if he had a concern with the 6' and the ZO stated he did.

Crowningshield asked if it could be pushed back from the lake. The applicant stated it could be. Crowningshield said so you could be 12' away and the applicant stated that he it would be 12' away from the house and closer to Cedar Lane.

Gordon stated that the only other option would be that a variance would be needed from the ZBA.

The applicant asked if he needed to be 12' from the porch or the main structure. Gordon stated from the primary structure. The ZO stated it had to be from the porch. Gordon asked if that was possible.

The applicant stated yes. Gordon asked if that was okay with the ZO. He stated it was.

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

Gordon asked if the Board felt it was necessary for a public hearing.

Crowningshield asked if the ZO had received any correspondence about the project. The ZO stated he hadn't.

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

***A motion was made by Moynan, seconded by Robinson, to approve the site plan review with a restriction that the garage be moved 12' away from the deck towards Cedar Lane. Roll call: Klein, Crowningshield, Carver, Moynan, Robinson, Gordon. All in favor, motion carried.***

Gordon stated that Barbara Paye provided information regarding training and please review.

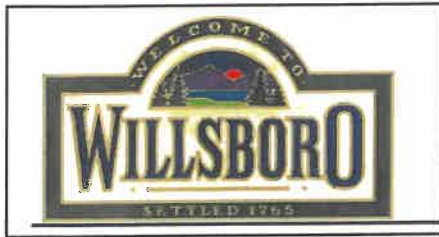
Gordon stated that there is someone interested in the secretary's position and that it will go in front of the Town Board for approval at their next meeting.

The next meeting is scheduled for November 25<sup>th</sup>, 2025 at 6pm.

***Meeting adjourned at 6:35pm.***

Respectfully Submitted,

Morgan Drinkwine  
Secretary for Planning and Zoning Board



**TOWN OF WILLSBORO**  
ZONING BOARD OF APPEALS

Wednesday, November 19<sup>th</sup> 2025- 6:00pm  
Agenda

**Open Regular Meeting of the Zoning Board of Appeals**

**Roll Call:**

**Introduction:**

**Review of Minutes: October 15th, 2025**

**Public Hearing(s):**

1. 154 Corlear Drive (RL-1), new residential structure on vacant lot
2. 261 Reber Road (LC-A), new manufactured home to replace existing home

**Old Business:**

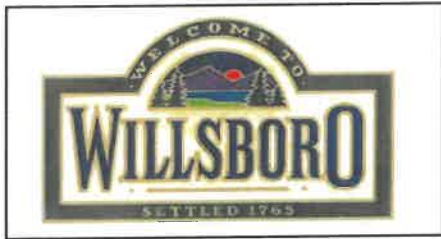
1. Cyrus and Lilac Lane (RM-M), construction of a three bay garage
2. 3 Weigands Way (HC-2), replacement of a camp with year-round home

**New Business:**

**Other:**

**Trainings – 4 Credit Hours**

**Adjourn Regular Meeting**



## TOWN OF WILLSBORO

ZONING BOARD OF APPEALS

### MINUTES ZONING BOARD OF APPEALS DATE: October 15<sup>th</sup>, 2025 at 6:00PM LOCATION: WILLSBORO TOWN HALL

**Present:** Chairperson: Anna Reynolds; Board Members: Susan Mueller and Trisha Sheehan

**Absent:** Nichole Gerding and Kathleen Nasner

**Members of the Public:** Lori Franke, Marykay Doolittle, Pete Naboka, Pam Gittler, Bethany Whalen, Richard Rolston, Bob Kaleita, Barbara Paye and Jonathan Franke (Zoning Officer)

Reynolds called the meeting to order at 6:00pm.

**Minutes:**

The September 2025 minutes were approved as presented.

***A motion was made by Sheehan, seconded by Reynolds, to approve the September 2025 minutes as presented. Roll call: Sheehan, Mueller, Reynolds.***

Reynolds stated that Kathleen Nasner resigned and stated that the Zoning Board of Appeals is looking for a member.

**Public Hearing:** No public hearing.

**Old Business:** No old business.

**New Business:** No new business.

**David Mason & Marcy Johanson – 21.5-1-54.100 – 153 Corlear Drive – RL-1 – 20'x30' residential structure**

Reynolds asked if the applicant or representative had anything to add about the project. Bob Kaleita stated that he was the representative and that everything should be in the information packet provided to the board but it's a 20'x30' home with a wrap around covered porch and the building will be centered on the lot.

Mueller asked if there was a pad there. Kaleita stated that there is not. Kaleita also stated that the plans are complete for the septic system which are in the information packet as well.

Mueller stated she had a hard time finding the property. Kaleita stated that it does not have a 911 sign posted yet.

Naboka stated that he was not sure how to answer them.

Reynolds stated that use variances are extremely rare and provided the applicant with printed materials regarding use variances.

Pam Gittler started to answer the questions based on the materials provided to them.

Reynolds stated that the applicants need to put a lot of thought into these answers and need to be written out and provide the answers back to the Board in writing with proof of financial hardship.

Mueller asked if the Board could move it to a public hearing pending the answers or if they would have to wait. Mueller stated she didn't see a problem with the project as its just for storage.

The applicants reviewed the map with the Board.

Reynolds stated that the application needs to be complete for the project to move forward.

The ZO stated that they are not within 500' of the water so this project does not need to go in front of the planning board.

Reynolds stated that this use is not a permitted use in that district which is why the applicant has to do a use variance application. The applicants stated that they will answer the questions and bring them back to the board.

**Richard Rolston – 39.1-1-35.000 – 261 Reber Road – LC-A – Demolish existing single wide and replace with a new double wide**

Reynolds asked if the applicant had anything to add. They did not.

Mueller asked how old the existing septic was. Rolston stated that the tank is brand new as he just had it installed.

Mueller asked if the septic was as old as the original trailer. Rolston stated that it had been redone since the trailer was put there.

Mueller stated that this will be a larger home so more water etc. and wanted to be sure it could handle it. Rolston stated he had the permit if the Board wanted to see it.

Reynolds stated that they are requesting rear yard because its 90' and 150' is the requirement. Discussion followed and the Board reviewed the maps.

Reynolds asked if that was an existing garage on the side. Rolston stated it was.

Mueller asked the distance to the north property line. Rolston couldn't remember.

Mueller stated that the applicant indicated 1.28 acres for this lot. The ZO stated that in LCA a minimum of 42 acres.