MINUTES
PLANNING BOARD MEETING
DATE: April 22nd, 2025 at 6pm
LOCATION: Willsboro Town Hall

Present: Chairperson: Gregory Gordon Members: Brian King, Andre Klein, Tom Dwyer, Gina Minessale
Absent: Chauntel Gillilland, Dereck Crowningshield
Members of the Public: Donald Milos, Jonathan Franke (Zoning Officer)

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

Gordon reviewed housekeeping items.

Minutes:
The March minutes were approved as presented.

A motion was made by King, seconded by Klein to approve the March 2025 minutes as presented. Roll Call: Dwyer, Klein, King, Minesalle, Gordon. All in favor, motion carried.

Old Business:

Donald Milos – Corlear Drive – 11.17-1-1.200 – RL-1 – LF - Two-Story Garage Workshop with Bathroom & Shower

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

Gordon asked if the applicant had any additional comments about the project. No comments from the applicant.

Gordon asked if the Zoning Officer had any additional information or comments. No comments from the Zoning Officer.

Gordon asked if the Board had any questions. No questions from the Board.

Gordon stated he had questions. What is the workshop going to be used for. Donald Milos stated that the workshop is primary going to be a woodworking shop. Milos stated he wants to do right by the Zoning Law and so he would like to put a bed in the workshop incase he needs over flow when family

is visiting and wants a bathroom so its there so he doesn't have to walk to his home. Milos stated that he understands that there may be concerns that he would be using this as a residence and he stated that is not the case.

Gordon stated that the deed is very confusing on the which lots they are. Milos stated that there is only one lot across the street. The County stated that the map viewer online is 2-3 years behind. Further discussion followed.

Gordon asked where the 100' road frontage comes in. Milos and the Board reviewed the map.

Gordon read the deed with restrictions. Gordon stated the concern is and we are looking for clarification does a accessory structure included in a one family residence building. Gordon stated that in the Zoning it does not clarify that. Gordon stated that he has consulted the attorney and is waiting for an answer.

Klein asked if the Board is tasked with policing the deed requirements. Gordon stated that is a good question for the attorney.

Gordon asked if there were any other questions. Milos asked why his project has to go to a public hearing if he is within the zoning law. Gordon stated that with a special use permit they have to go to a public hearing. Milos asked if this was a special use. Gordon stated that a special use permit and a site plan application were submitted to the Board. ZO stated that it is a special use because there is not a permitted use within the zoning law. Klein provided an example to help clarify with the applicant that if the applicant were to put a kitchen in the building it would then be a residence and wouldn't need a special use permit.

Milos asked if he were to do a residence if that would be more in taxes rather than a woodworking shop. The Zoning Officer stated that they base it off the square footage for an assessment and then they go by grade. The ZO stated that it depends on the quality of grade.

Gordon explained that this is the time for the applicant the provide the Board with information on the project. The public hearing is a time for the Board to gather information from neighbors within 500' of the applicant's property.

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

A motion was made by King, seconded by Minessale, to hold a public hearing for the special use permit at the next meeting on May 27th, 2025. Roll Call: Dwyer, Klein, King, Minessale, Gordon. All in favor, motion carried.

Gordon stated that the site plan review will be discussed after the public hearing during the regular meeting on May 27th, 2025.

Milo asked if he should attend the May 27th, 2025 meeting. Gordon stated if he is able to yes in case there are further questions.

New Business:

Catherine Anderson – 170 Cedar Lane – 20.20-3-2.000 – RL-1 – New Deck

Gordon stated that this project was heard back in November from the contractor, Robert Kaleita. That project is now complete, this application is for a new deck. If you go by their drawing, they stated that the proposed deck is 36' from the mean high-water mark and Gordon asked the Zoning Officer to comment on the rest.

The Zoning Officer stated that he took a measurement of the proposed deck from the house and then from there measured to the mean high-water mark and it is at 63' so the applicant has the clearance for the 50' front yard setback.

Gordon stated that this was originally supposed to be heard by the ZBA due to the 36' that was given from the applicant they would have needed a variance.

Gordon stated that him and Jonathan have had discussion on the mean high-water mark. Further discussion followed on the mean high-water mark.

Gordon asked Jonathan why there are not any representatives present at the planning board for projects. Jonathan stated that he asked the contractor to show up and the contractor state he might show up he might not. Gordon stated that then applicants are then relying on Jonathan to relay information to the Board. Jonathan stated that this contractor felt comfortable enough with Jonathan being able to ask questions since he went out to take the measurement.

Gordon stated that he would like to change that in the zoning law that applicants or a representative should be present to answer questions. Gordon stated that the Milo project last month was tabled because he wasn't here to answer questions.

Jonathan stated that he recommends to the applicants that they show up for the meetings incase the Board as questions.

Gordon stated that his concern is that if the Zoning Officer were to misspeak, the burden is then on the Town and it is not the Zoning Officers responsibility to be a spokesperson for applicants.

A motion was made by King, seconded by Minessale to accept the application as complete as submitted. Roll call: Dwyer, Klein, King, Minessale, 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.

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

A motion was made by King, seconded by Klein that a public hearing is not needed for this project. Roll Call: Dwyer, Klein, King, Minessale, Gordon. All in favor, motion carried.

A motion was made by King, seconded by Klein that this project is approved as submitted. Roll Call: Dwyer, Klein, King, Minessale, Gordon. All in favor, motion carried.

The Phillip Moore project will need a variance and that is going to a public hearing for the ZBA so the planning board will see this project next month.

Gordon stated that the George & Susan Bacot-Davis does not need to be seen by the planning board after discussion with the Zoning Officer. The building was not going to the within the lakefront overlay district.

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 May 27th, 2025.

Gordon stated that if members know of anyone that would like to be on the planning board we are looking for an agriculture representative.

Gordon stated that he had a phone conversation with Chauntel Gillilland and she stated that she resigned, however, Gordon as not received a letter.

Gordon reminded members to complete their training.

Gordon has request that previous meeting minutes from the planning board be on the website.

Meeting adjourned at 6:34pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board

RECEIVED 4-24-25

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	April 22, 2025
APPLICATION NUMBER:	25021-P
NAME:	Catherine Anderson
PROJECT ADDRESS:	170 Cedar Lane
TAX MAP NUMBER:	20.20-3-2.000
REQUEST FOR APPLICATION FOR:	New Deck

PROPOSED MOTION:	***A motion was made to approve the site plan application for a new deck.*** ***Note: Decision was based on measurements provided by Jonathan Franke (Zoning Officer)***			
MOTION MADE BY:	Brian King			
MOTION SECONDED BY:	Gina Minessale			
MEMBER VOTE:	**MEMBER NAME:**	**YES**	**NO**	**NOTES**
	Gregory Gordon	X		
	Dereck Crowningshield	-	-	Absent
	Brian King	X		
	Chauntel Gillilland	-	-	Absent
	Gina Minessale	X		
	R. Andre Klein	X		
	Tom Dwyer	X		
SIGNATURE OF PLANNING CHAIRMAN:	Gregory D. Gordon			

Owners Name: Cathine Anderson **Tax Map ID:** 20.20-3-2.000

Address: 170 Cedar Lane **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	

[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 — Lead Agency

4/22/25 — Date

Gregory D. Gordon — Responsible Officer in Lead Agency

Chair — Title of Responsible Officer

Gregory D Gordon — Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)