



TOWN OF WILLSBORO

ZONING BOARD OF APPEALS

MINUTES

ZONING BOARD OF APPEALS

DATE: October 15th, 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.

The Zoning Officer stated that a 911 application was complete but he thought it was 153 Corlear Drive.

Sheehan stated that the home is 35' away from each side yard boundary. The ZO stated that they need 50'. Sheehan stated that they need relief of 15' on each side. Kaleita stated that it was a 100' lot.

Reynolds asked if there was a map in the informational packet as showing the measurements. Kaleita stated there was and Sheehan confirmed.

Sheehan asked how far from the road it was. Kaleita stated from the road is 110' to the start of the porch. Reynolds stated that one site plans stated 35' for each side and one states 27' on each side. Kaleita and the ZO stated that its because of the covered porch as that is 8'.

Reynolds asked if the septic was that much larger than the house as drawn on the map. Kaleita stated that it was not to scale. Kaleita stated the septic is about 80' long.

Reynolds asked if the neighbors were aware of the project. Kaleita stated that the neighbor to the south is aware as they used to stay on this property but he wasn't sure about the neighbors to the north but he isn't aware of any issues.

Sheehan asked if they needed to include the porch for the relief.

Kaleita stated that if its easier they don't have to center the home on the lot. Reynolds stated that it was up to him and the applicant. Kaleita stated that if it didn't make a difference for the Board then they will keep it centered.

Reynolds asked if this home was going to be seasonal. Kaleita stated primarily seasonal but built as year round. Reynolds stated that if they did expand in the future that they would need to come back for a variance.

Sheehan stated that a signature and date are required on the application and building permit as there wasn't one and that they will need this prior to the next meeting.

A motion was made by Meuller, seconded by Sheehan, to deem the application complete and to move this project to a public hearing on November 19th, 2025. Roll call: Sheehan, Mueller, Reynolds.

Peter Naboka & Pam Gittler – 21.9-13-4.100 – Lilac/Point/Cyprus – RM-M – Single Story 3 car garage with storage 22'x46'

Reynolds confirmed with the applicant that this was for a proposed garage with storage. Peter Naboka stated she was correct.

Reynold asked the applicant why they did not complete the questions on the application. Naboka stated that he wasn't sure that they applied and didn't understand them.

Reynolds stated that these questions must be answered by Town Law.

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.

Mueller stated that a variance is needed on the front yard, south side and rear yard (west).

Mueller asked if the existing trailer was on a slab. Rolston stated it was on footers.

Reynolds asked if they would be removing and replacing all at the same time. Rolston stated that he would like to use the existing trailer as storage until they get the new trailer installed and moved in and then the old trailer would be removed.

Reynolds asked if the new home would be going towards the road. Rolston stated it would be but its still going to be further away from the road than his neighbor.

Mueller asked how close the existing trailer is to the south property line. Sheehan asked how close the new trailer would be to the south property line. Rolston stated that it might be a little closer than the existing. Discussion followed.

Reynolds asked the Board if they needed any further information.

Sheehan and Reynolds stated that they would like the applicant to mark up the current drawing with where the current home is and the distance to the property line and submit it to the ZO.

A motion was made by Mueller, seconded by Sheehan, to deem the application complete and to move this project to a public hearing on November 19th, 2025. Roll call: Sheehan, Mueller, Reynolds.

Barbara Paye asked if she could have permission to speak. Barbara Paye expressed her concerns regarding trainings for the planning and zoning board members and expressed that she is going to go to the Town Board stating that these members need an ethics training.

Reynolds restated that the ZBA is looking for volunteers.

Reynolds asked if there was any other business.

Meeting adjourned at 6:46pm.

The next meeting will be held on Wednesday, November 19th, 2025.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board