



TOWN OF WILLSBORO
PLANNING BOARD

MINUTES
PLANNING BOARD MEETING
DATE: February 25, 2025 at 6pm
LOCATION: Willsboro Town Hall

Present: Chairperson: Gregory Gordon Members: Brian King, Andre Klein, Tom Dwyer

Absent: Chauntel Gilliland, Gina Minessale

Members of the Public: Mark Hall, Nichole Gerding, John and Leslie Keeling and Jonathon Franke (Zoning Officer)

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

Gordon reviewed housekeeping items.

Minutes:

The December minutes were approved as presented.

A motion was made by King, seconded by Dwyer to approve the December 2024 minutes as presented. Roll Call: Klein, King, Dwyer, Crowningshield, Gordon. All in favor, motion carried.

Old Business: No old business

New Business:

John & Leslie Keeling – 17 Terrace Way – 21.17-1-17.004 – RL-1 LF – Site Plan Review – Single Family Residence

A motion was made by Klein, seconded by King to accept the application as complete as submitted. Roll Call: Klein, King, Dwyer, Crowningshield, 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 comments. No comments from the Zoning Officer.

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

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

A motion was made by Klein, seconded by Crowningshield to not have a public hearing for this application. Roll Call: Klein, King, Dwyer, Crowningshield, Gordon. All in favor, motion carried.

A motion was made by King, seconded by Klein to approve the site plan review. Roll Call: Klein, King, Dwyer, Crowningshield, Gordon. All in favor, motion carried.

Alexander Russell & Sally Milius – 68 Champine Way – 21.17-1-35.000 – RL-5 – LF - Site Plan Review – Two Story Residence with attached garage

A motion was made by Crowningshield, seconded by Dwyer to accept the application as complete as submitted. Roll Call: Klein, King, Dwyer, Crowningshield, 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 comments. No comments from the Zoning Officer.

Gordon asked if adding to the existing camp, if they will still be within the 75'. The representative stated that they would be and the older section will be rebuilt as the Adirondack Park Agency (APA) allowed the applicant to go two feet higher.

Klein asked if the terrace is new. The representative stated if its hardscaping it doesn't need to meet the setback and there is a note on the setback and it will be dry laid.

Gordon asked if there were any other questions. No other questions.

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

A motion was made by Klein, seconded by Crowningshield to not have a public hearing for this application. Roll Call: Klein, King, Dwyer, Crowningshield, Gordon. All in favor, motion carried.

A motion was made by King, seconded by Crowningshield to approve the site plan review. Roll Call: Klein, King, Dwyer, Crowningshield, Gordon. All in favor, motion carried.

Nichole Gerding – 3730 Main Street – 31.13-4-34.000 – GB - Special Use Permit – Farm Stand

A motion was made by Crowningshield, seconded by Klein to accept the application as complete as submitted. Roll Call: Klein, King, Dwyer, Crowningshield, 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 comments. No comments from the Zoning Officer.

Gordon asked if the Board had any questions. Gordon stated that he was just provided with the JIF letter from the Zoning Officer before the meeting. Dwyer asked if this property was in the 100-year flood plan. Gordon asked the Zoning Officer and the Zoning Officer stated he doesn't believe it is as it is across the road from the river. King asked about parking. The applicant stated that she has room for four parking spots which used to be used years ago when it was an antique shop. Gordon asked where the products are coming from. The applicant stated she has an herb farm located on her property on Bay Lane and that she makes soap right on Main Street and she thought it would be nice to hopefully gain foot traffic on Main Street.

Klein asked if it was a retail store would they need to obtain a special use. Jonathon stated that it does need to have a special use. Gordon stated that it is located in the general business district and for a farm stand a special use permit is required. Gordon read allowed the special uses from the zoning law.

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

A motion was made by Klein, seconded by Crowningshield to not have a public hearing for this application. Roll Call: Klein, King, Dwyer, Crowningshield, Gordon. All in favor, motion carried.

A motion was made by Klein, seconded by Crowningshield to approve the special use permit. Roll Call: Klein, King, Dwyer, Crowningshield, Gordon. All in favor, motion carried.

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 March 25th, 2025.

Meeting adjourned at 6:24pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board

DRAFT

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	February 25, 2025
APPLICATION NUMBER:	25008-P
NAME:	John & Leslie Keeling
PROJECT ADDRESS:	17 Terrace Way
TAX MAP NUMBER:	21.17-1-17.004
REQUEST FOR APPLICATION FOR:	Single Family Residence

PROPOSED MOTION:	<i>A motion was made to approve the site plan review.</i>			
MOTION MADE BY:	Andre Klein			
MOTION SECONDED BY:	Dereck Crowningshield			
MEMBER VOTE:	MEMBER NAME:	YES	NO	NOTES
	Gregory Gordon	X		
	Dereck Crowningshield	X		
	Brian King	X		
	Chauntel Gilliland	-	-	Absent
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
SIGNATURE OF PLANNING CHAIRMAN:	<i>Gregory D. Gordon</i>			

Owners Name: John & Leslie Keeling

Tax Map ID: 21.17-1-17.004

Address: 17 Terrace Way

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	

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

2/25/25

Lead Agency

Date

Gregory D. Gordon

Chair

Responsible Officer in Lead Agency

Title of Responsible Officer

Gregory D. Gordon

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	February 25, 2025
APPLICATION NUMBER:	25005-P
NAME:	Alexander Russell & Sally Milius
PROJECT ADDRESS:	68 Champine Way
TAX MAP NUMBER:	21.17-1-35.000
REQUEST FOR APPLICATION FOR:	Two Story Residence with Attached Garage

PROPOSED MOTION:	<i>A motion was made to approve the site plan review.</i>			
MOTION MADE BY:	Andre Klein			
MOTION SECONDED BY:	Dereck Crowningshield			
MEMBER VOTE:	MEMBER NAME:	YES	NO	NOTES
	Gregory Gordon	X		
	Dereck Crowningshield	X		
	Brian King	X		
	Chauntel Gilliland	-	-	Absent
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
SIGNATURE OF PLANNING CHAIRMAN:	<i>Gregory D. Gordon</i>			

Owners Name: Alexander Russell & Sally Millius

Tax Map ID: 21.17-1-35.000

Address: 68 Champine Way

District: RL-5 / 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	

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

2/25/25

Lead Agency

Date

Gregory D. Gordon

Chair

Responsible Officer in Lead Agency

Title of Responsible Officer

Gregory D. Gordon

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

DECISION FORM:

BOARD:	Planning Board
DATE OF MEETING:	February 25, 2025
APPLICATION NUMBER:	25009-P
NAME:	Nichole Gerding
PROJECT ADDRESS:	3730 Main Street
TAX MAP NUMBER:	31.13-4-34.000
REQUEST FOR APPLICATION FOR:	Special Use Permit for Farm Stand

PROPOSED MOTION:	<i>A motion was made to approve the special use permit for a farm stand.</i>			
MOTION MADE BY:	Andre Klein			
MOTION SECONDED BY:	Dereck Crowningshield			
MEMBER VOTE:	MEMBER NAME:	YES	NO	NOTES
	Gregory Gordon	X		
	Dereck Crowningshield	X		
	Brian King	X		
	Chauntel Gilliland	-	-	Absent
	Gina Minessale	-	-	Absent
	R. Andre Klein	X		
	Tom Dwyer	X		
SIGNATURE OF PLANNING CHAIRMAN:	<i>Gregory D. Gordon</i>			

Owners Name: Nichole Gerding

Tax Map ID: 31.13-4-34.000

Address: 3730 Main Street

District: GB

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	

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

2/25/25

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