



TOWN OF WILLSBORO
ZONING BOARD OF APPEALS

MINUTES
ZONING BOARD OF APPEALS
DATE: November 20th at 6:00PM
LOCATION: WILLSBORO TOWN HALL

Present: Chairperson: Anna Reynolds; Board Members: Trisha Sheehan, Susan Mueller, Nichole Gerding

Absent: Kathleen Nasner

Members of the Public: Spencer Hathaway, Gregory Gordon, Lori Franke, Jonathon Franke (Zoning Officer)

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

Minutes:

The October minutes were approved as presented.

A motion was made by Mueller and seconded by Sheehan to approve the October 2024 minutes as presented. Roll call: Sheehan, Mueller, Gerding, Reynolds. All in favor and motion carried.

Public Hearing: No public hearing.

Old Business: No old business.

New Business:

William & Judith Guilbo – 53 Hilton Terrace – 21.14-1-9.100 – RL-1 – 20' x 30' Addition to existing structure for year round use

Reynolds asked if there was any additional information on the project that the applicant would like to add. Hathaway stated that there was not any other information. Hathaway stated he marked out the project on the site and that the applicant is looking for a 9' variance. Hathaway stated that this addition is going to include a handicap accessible bathroom for the homeowners.

Reynolds asked if the applicant applied through the Adirondack Park Agency (APA). Jonathan Franke stated he requested the applicant to do so. Hathaway stated he is not within 500' of water and there aren't any wetlands so he did not need to go to the APA. Reynolds stated that the Zoning Board of Appeals (ZBA) requests that all applications go through the APA and is requesting that this application does as well. Hathaway again stated that this project is not within 500' of the water and doesn't need to. Reynolds requested that this project goes to the APA. Hathaway stated he will submit the application to the APA and will provide the ZBA with the letter from the APA.

Hathaway stated that he is aware that this will have to go to a public hearing and stated he doesn't foresee any issues.

Sheehan stated that a short form SEQR is needed. Hathaway stated he will complete one and provide to the ZBA.

Sheehan asked if a letter was submitted with the application from the homeowner stating that Hathaway can speak on their behalf as Sheehan stated it was not in the packet provided to the ZBA. Hathaway stated he provided one to the Zoning Officer.

Reynolds asked if there was any other information needed prior to going to a public hearing.

Sheehan asked if they were under the lot coverage. Reynolds confirmed they were.

The Board decided that a JIF letter from the APA and a short form SEQR was needed from the applicant.

A motion was made by Mueller to accept the completed application and to move the application to a public hearing at the next meeting, December 18th, 2024 at 6pm, seconded by Sheehan. Roll call: Sheehan, Mueller, Gerding, Reynolds. All in favor, motion carried.

Daniel Elder/Cynthia Giovacchino – 227 Corlear Drive – 21.5-1-33.000 – RL-1 – Minor Subdivision

Sheehan asked if there was anyone present to represent this project. No one was present.

Mueller stated she cant read the numbers on the survey.

The Board reviewed a larger set of plans provided by the applicant to the Zoning Officer.

Sheehan asked if this property has always been one lot. Mueller stated she doesn't understand how it can be one lot when the road splits the property and is under the understanding that it is two separate. Sheehan confirmed that it is one parcel.

Mueller stated that this property is for sale.

Mueller stated that until someone is present at the ZBA meeting to speak on behalf of this project the ZBA cannot make a decision.

Sheehan asked if the application was complete and if so we could determine that the application is complete.

Sheehan also pointed out that the APA provided an advisory opinion and asked how this worked. The Zoning Officer stated that it would then go to the Planning Board. Sheehan stated that would not be the case and that this advisory opinion is from the APA.

Sheehan read the advisory opinion that was included within the application packet to the ZBA. The advisory opinion stated that the APA has the ability to overturn the ZBA's decision and would most likely not allow this subdivision.

Mueller stated that this application is not complete. Reynolds stated that a variance application is needed. The Zoning Officer asked what the ZBA is requesting and that the applicants don't answer the five questions. Mueller stated that the applicants do answer the five questions as part of the variance application. Muller stated that the applicant needs to complete the variance application.

Reynolds asked if the ZBA should ask the applicant to complete the variance application if this application cant be approved. Sheehan asked if the applicant had seen the letter from the APA. The Zoning Officer stated they had not. Reynolds requested that the Zoning Officer sends a formal letter stating that they do not have a complete application and that the Zoning Officer has tried to contact them and also inform them of the letter from the APA.

A motion was made by Mueller to table this application pending a complete application, seconded by Gerding. Roll call: Sheehan, Mueller, Gerding, Reynolds. All in favor, motion carried.

Reynolds asked if there was any other business. No other business.

The next meeting will be held on Wednesday, December 18th at 6pm.

Meeting adjourned at 6:28pm.

Respectfully Submitted,

Morgan Drinkwine
Secretary for Planning and Zoning Board