

Town of Norfolk Planning Board Meeting Minutes April 25, 2024

The Town of Norfolk Planning Board held a meeting Thursday, April 25, 2024 at 5:15 pm, Norfolk Town Hall.

Call Meeting to Order

Kate Chepeleff (chair) called the meeting to order.

Pledge of Allegiance

The Pledge of Allegiance was said by all present.

Rollcall

Kate Chepeleff (chair) called roll, Richard Planty, Lori Queor, Tom Emburey, Andrew Solley – Present. Gary Bandy - Not Present. Members in attendance constituted a quorum. Also in attendance was Code Enforcement Officer Tim Wunder.

Adoption of Agenda

The agenda for the meeting was reviewed by the Board. Kate Chepeleff added a DANC GIS Software presentation to the agenda. A motion to accept the agenda as amended was made by Kate Chepeleff and seconded by Richard Planty. All In Favor – Carried.

Adoption of Minutes

Minutes from the March 28, 2024 Planning Board Meeting were reviewed. Motion by Lori Queor to adopt the Minutes as presented and seconded by Richard Planty. All In Favor - Carried.

Adaptive Reuse

Kate Chepeleff informed the Board that the proposed Code for Adaptive Reuse was passed by the Town Board at the last meeting.

Chapter 104, Curfew

An email from Police Chief Jose Calone recommended the following changes to 104-3 A. “Violations. When a member of the Norfolk Town Police Department receives a juvenile complaint which is in violation of this code, it will be processed in accordance with Police Standard Operating Procedures.” After a discussion the Board agreed to this change as well as removing the last two sentences in section B. describing penalties. It was further agreed that all penalties listed in the Code should be removed to a separate document, which should then be reviewed by the Town Board annually.

Chapter 112, Energy Systems

Kate Chepeleff informed the Board that the Town Board was in the process of considering the recommended moratorium on BESS (Battery Energy Storage Systems). It was decided to table the process of creating language in the Code regarding BESS until such time as the Board makes a decision regarding the moratorium. The Board is also waiting for the State’s recommendations.

Chapter 120, Flood Damage Prevention

Tim Wunder indicated that the forms currently in this Chapter of the Code are different from SEQR forms, and should therefore be removed from the Code but still kept separately with other forms in case of need as previously recommended by the Board.

Chapter 166, Noise

It was recommended that any approved Special Use Permits that have conditions (such as noise limits) should be copied to the Police Department so that they are aware of said conditions. This would apply to any other Department who may need to be made aware of conditions imposed by the Board. This should be done by sending a copy of the Notice of Decision to the relevant Department. The section regarding specific Penalties should be removed as indicated earlier.

Chapter 168, Notification of Defects

No changes were recommended to this section.

Chapter 175, Property, Abandoned

It was agreed that this Chapter should be tabled until such time as information can be obtained from other sources (such as Ogdensburg) to determine how they are handling “zombie” properties in their Code.

Chapter 177, Property Maintenance

After a discussion, it was agreed that the Notice of Violation in sub-section 177-4 D. should be removed to a separate document along with other forms as well as moving the specifics of penalties to a separate list.

Chapter 208, Vehicles and Traffic

No changes were recommended to this section, aside from removing the Penalties under sub-section 208-3.

Chapter 211, Vehicles, Off-Road

No changes were recommended to this section, aside from removing the Penalties under sub-section 211-5.

DANC – GIS Software Presentation

Kate Chepeleff gave a demonstration to the Board members on the purpose and uses of this online software that allows individuals the opportunity to discover information about virtually any property including water and sewer lines, wetlands, soil types, measurements to property lines, etc. It can be a very effective tool when considering Special Use Permit applications or Variance requests.

Resignation of Board Member

Lori Queor gave her official Notice of Resignation to the Board effective May 1st, 2024. The Board would like to thank Lori for her many years of service to the community and wish her all the best in her retirement. She will be greatly missed.

Next Meeting

The next regular meeting of the Planning Board is scheduled for May 2, 2024 at 6:15 pm. The next Codification meeting of the Planning Board is scheduled for May 23, 2024 at 5:15 pm. It was proposed that the following Chapters be on the agenda for the next meeting: Chapter 150 – Land Use and Development sub-sections 10-56.

Meeting Adjourned

A motion to adjourn the meeting was made by Kate Chepeleff and seconded by Lori Queor. All In Favor – Carried. Meeting adjourned.

Dated: April 26, 2024

Theresa Planty, Planning Board Secretary

cc: Planning Board Chair, Town Supervisor, Code Enforcement Officer, Town Clerk,
Police Chief