

**Town of Norfolk
Planning Board Meeting Minutes
July 18, 2024**

The Town of Norfolk Planning Board held a meeting Thursday, July 18, 2024 at 6:15 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, Tom Emburey, Andrew Solley, Gary Bandy, Vernon Wolfe (alt) - 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. A motion to accept the agenda as presented was made by Kate Chepeleff and seconded by Tom Emburey.
All In Favor – Carried.

Adoption of Minutes

Minutes from the June 27, 2024 Planning Board Meeting were reviewed. Motion by Gary Bandy to adopt the Minutes as presented and seconded by Kate Chepeleff.
All In Favor - Carried.

Special Use Permit Application #3-2024 at 15 Remington Avenue, Norfolk (R-H).

Kate Chepeleff asked the Board members to review the application made by Jessica and Kyle Ryan dated June 20, 2024 to operate a Dog Daycare/Grooming business at 15 Remington Avenue, Norfolk NY (Tax Map#32.050-1-2). Tom Emburey requested to be recused from this item on the agenda as he is related to a neighbor. Vernon Wolfe will be appointed as his alternate.

Kate Chepeleff invited Jessica Ryan to address the Board. Jessica provided a brief description of the type of business she wished to conduct on the property. It was noted that it was the applicant's intention to only have dogs present during the day, not overnight – which they believed did not fall under the definition of a kennel. Some discussion followed regarding the technical definition of a kennel. Kate explained that if the business was considered to be a kennel, that the setback of 200' could not be met in the current proposal.

Neighbor Vicki Jo Emburey expressed her concern about the property having adequate room for the dogs, adequate disposal of waste and loose dogs potentially getting onto her

property. The applicant directly addressed each of these concerns.

Gary Bandy suggested that the request could be considered under the Home Occupation section of the Code (150-58 F). Richard Planty pointed out that according to Chapter 84-17 no more than 4 dogs are allowed to be kept or harbored per property, regardless of the number of owners. Since the owners of the property already have several dogs, this would limit the number of dogs to be groomed at any one time.

Kate Chepeleff also pointed out that there is a 65 dB limit at the property line which would not be likely to be maintained with a full Dog Daycare/Grooming business.

After a lengthy discussion regarding various options, the Board and the applicants agreed that the best way forward is to amend the application to a Grooming Only business under Home Occupation with the following conditions:

- 1) The proposed grooming building will be offset at least 20' from the property line and limited to 20% of the total area of the residence/buildings on the property as per the Home Occupation Code.
- 2) That the business be limited to dog grooming only and only one dog at a time would be groomed, being contained inside the building during the grooming.
- 3) That a decibel limit of no more than 65 dB will be maintained at the property line.
- 4) That no more than two (2) grooming employees (residents) be allowed to operate the business during the hours of 7am-7pm Monday - Friday and 10am – 7pm Saturday and Sunday.
- 5) The non-illuminated business sign shall not exceed 2 sq. ft. in size. Only downlit lighting will be allowed at the business site and must not be directed toward any neighboring properties.
- 6) A minimum of 4 parking spaces will be available at 180 sq. ft per parking space.
- 7) Any violation of these conditions or other laws, regulations or codes within the Town of Norfolk, NY will render this Special Use Permit null and void.

Thanking the applicants and neighbor for their input, Kate then closed the meeting to public comment.

Kate Chepeleff made a motion to **APPROVE** the Special Use Permit Application as amended with the above conditions. Motion was seconded by Andrew Solley. All in Favor – **Carried Unanimously**

Special Use Permit Application #4-2024 at 8525 State Highway 56, Norfolk (C-I).

Kate Chepeleff asked the Board members to review the application made by John Danko dated July 2, 2024 to construct a single family residence at 8525 St. Hwy 56, Norfolk NY (Tax Map#32.002-2-30.21) in a current C-I zone per section 150-39 C. of the Code.

Kate Chepeleff asked the Board members if they had any questions regarding the application. Several members enquired about property access. The applicant explained that he intends to extend the existing driveway to the parcel in front of the proposed building site. As there is adequate room to construct such a dwelling and meet all setbacks required by the Code, there were no further enquiries from Board members.

Kate Chepeleff made a motion to **APPROVE** the Special Use Permit Application as presented. Motion was seconded by Andrew Solley. All in Favor – **Carried Unanimously**

Next Meeting

The next meeting of the Planning Board is for codification and is scheduled for July 25, 2024 at 5:15 pm.

Meeting Adjourned

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

Dated: July 20, 2024

Theresa Planty, Planning Board Secretary

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