

Town of Norfolk Planning Board Meeting Minutes June 27, 2024

The Town of Norfolk Planning Board held a meeting Thursday, June 27, 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, Gary Bandy, Vernon Wolfe – Present.
Tom Emburey, Andrew Solley - Not Present. Members in attendance constituted a quorum.

Adoption of Agenda

The agenda for the meeting was reviewed by the Board. Kate Chepeleff added Campers & RVs/"Tiny" Houses to the agenda. A motion to accept the agenda as amended was made by Gary Bandy and seconded by Vernon Wolfe. All In Favor – Carried.

Adoption of Minutes

Minutes from the June 6, 2024 Planning Board Meeting were reviewed. It was determined that because of the applicant's location in R-A zone, Rachel Lucid did not need to change her sign size, and was allowed up to a 32 sq. ft. sign. Her Notification of Decision will be so amended. Also, Section 150-58 L should be edited during Codification to clarify that the annual operating permit occurs subsequent to the approval of a special use permit and not concurrently. The Minutes will be amended to reflect the above two items. Motion by Kate Chepeleff to adopt the Minutes as amended and seconded by Richard Planty. All In Favor - Carried.

Campers & RVs / "Tiny" Houses

After a discussion it was decided that the Planning Board should recommend to the Town Board that a 12 month moratorium be put in place in all zones to prevent the alteration of campers and RVs to create permanent housing by enclosing them, rendering them immobile, or adding permanent electrical and water hook-ups. This would provide the Planning Board time to review and edit the appropriate sections of the Code to address this issue.

Commercial-Highway Zoning Changes

After a discussion it was decided to recommend that the following parcels along Highway 56 be changed to Commercial-Highway zoning:

- 1) 16.003-4-24.112 (State of New York)
- 2) 16.003-4-26, 16.003-4-1.2, 16.003-4-21.11 (Seaway Timber Harvesting Inc.)
- 3) 16.003-4-22 (Daniel Agen)
- 4) 16.003-4-24.122 (Mark Simonds)

Kate Chepeleff will forward this recommendation to the appropriate authorities.

Chapter 112, Energy Systems

After reviewing the draft code provided by Theresa Planty, the Planning Board brought up the following items for further discussion:

- 1) Under DEDICATED-USE BUILDING definition – Check with Code Enforcement to review what is classified as a Group F-1 occupancy.
- 2) Under “General Requirements” – Check with Code Enforcement to determine the definition of an “electrical permit”.
- 3) Under “Permitting Requirements” A., paragraph 2, remove “and are exempt from Planning Board review”.
- 4) Throughout the document a B.E.S.S. Permit is referred to. What is the best way to introduce this permit, and what would that wording look like?
- 5) Under “Site Plan Application”, is this a separate item or would it be included as part of the B.E.S.S. Permit or Building Permit process?
- 6) Under “Special Use Permit Standards” – Change the name to B.E.S.S. Permit standards? Under A. – how would you enforce the “downwind from residential areas” section?

It was decided that the complexity of this code requires the input of the full Board membership as well as input from the Code Enforcement Officer. It was therefore decided to table this item until the next Codification meeting.

Chapter 150-55 Unsafe and Substandard Buildings

The Board reviewed the changes made to this section of the code at the previous meeting. Section D. 6) Grass and shrubbery prompted a discussion regarding this section of the code (177-4). It was decided to review the Ogdensburg and Massena codes regarding grass and weeds for ideas on how to re-enforce this section of the code.

Next Meeting

The next regular meeting of the Planning Board is scheduled for July 18, 2024 at 6:15 pm. The next Codification meeting of the Planning Board 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: June 29, 2024

Theresa Planty, Planning Board Secretary

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