

Town of Norfolk Planning Board Meeting Minutes July 25, 2024

The Town of Norfolk Planning Board held a meeting Thursday, July 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, Tom Emburey, Vernon Wolfe – Present. Gary Bandy, Andrew Solley - Not Present. Kate Chepeleff appointed Vernon Wolfe (alternate) to serve in place of one of the absent members. Members in attendance constituted a quorum. Tim Wunder, Code Enforcement Officer was also present.

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 Richard Planty. All In Favor – Carried.

Adoption of Minutes

Minutes from the July 18, 2024 Planning Board Meeting were reviewed. It was noted that the reason for Tom Emburey's recusal was that he was related to a neighbor. Kate suggested adding the 7th item from the Notification of Decision conditions "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." to the minutes. Motion by Kate Chepeleff to adopt the Minutes as amended and seconded by Tom Emburey. All In Favor - Carried.

Chapter 112, Energy Systems and Battery Energy Storage Systems

The following items from the last revision of this section were reviewed as follows:

- 1) Under DEDICATED-USE BUILDING definition – A Group F-1 occupancy is categorized as "Moderate-Hazard Factory Industrial".
- 2) Under "General Requirements" – "electrical permit" should be changed to "electrical inspection".
- 3) Throughout the document a B.E.S.S. Permit is referred to. This should be changed to "Building Permit", the presence of B.E.S.S. be added to the building permit questions and the application procedures, site plan application and building permit standards be made into a separate document to be provided during the building permit application process.

Theresa Planty will provide a draft of Chapter 112 – Article IV for approval at the next Planning Board codification meeting.

Chapter 177-4 Brush, Grass and Weeds

The Board reviewed the changes made to this section of the code at the previous meeting. It was recommended that the following be added after the words “shall cut and remove” to 177-4 A. “brush, unsightly fences, grass, weeds, and flammable unsightly waste and rubbish therefrom and maintain all standing bodies of water (pools, hot tubs, ponds, and like standing water sources) in a sanitary condition and remove, carry away and dispose of all junk, rubbish, debris and waste materials of every kind and nature and keep such lands and lots, including the area between the sidewalk and curb as follows:”

It was also suggested that the Town Board review the fees and penalties associated with not maintaining a property as outlined, define increasing penalties for multiple violations and propose that mowing/brush removal services in the case of non-compliance be put out for bid to maintain the safety of the community.

Chapter 150-53 Campers & RVs / “Tiny” Houses

After a discussion it was decided that the Planning Board should table this section for the next codification meeting.

Chapter 150-58 Special Uses

It was proposed that section O. should be added after Bed & Breakfasts to address Short Term Rentals. Kate will obtain more examples from the County for the Board to review.

Chapter 200 Vehicles

Jose Colon of the Norfolk Police Department had a discussion with the Board regarding ATV/UTV/Golf Carts on roads within the Town, and their appropriate usage. It was noted that they are already not allowed on County or State roads, though they are allowed to cross them. Kate offered to contact the St. Lawrence County Public Trails office to obtain more information regarding the possibility of establishing designated roads within the Town for their use.

Next Meeting

The next Codification meeting of the Planning Board is scheduled for August 22, 2024 at 5:15 pm.

Meeting Adjourned

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

Dated: July 28, 2024

Theresa Planty, Planning Board Secretary

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