

**Town of Norfolk
Planning Board Meeting Minutes
February 21, 2025**

The Town of Norfolk Planning Board held a meeting Friday, February 21, 2025 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, Gary Bandy, Vernon Wolfe (alt) - Present. Andrew Solley, Richard Planty, Tom Emburey – Absent. Members in attendance constituted a quorum. Kate Chepeleff appointed Vernon Wolfe to act in place of Andrew Solley.

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 Vernon Wolfe.
All In Favor – Carried.

Adoption of Minutes

Minutes from the January 23, 2025 Planning Board Meeting were reviewed. Motion by Kate Chepeleff to adopt the Minutes as presented and seconded by Gary Bandy.
All In Favor - Carried.

Special Use Permit Application #1-2025 at 2155 CR 38, Norfolk, NY (R-H).

Kate Chepeleff asked the Board members to review the application made by Terry & Lisa Premo dated January 27, 2025 to operate a small residential business (Used Car Sales) located at 2155 CR 38, Norfolk NY (Tax Map#25.001-1-55).

Brad & Lisa Premo were present. No other members of the public were present. Kate invited the applicants to address the Board. Brad explained that the purpose of the application was to conduct mostly online sales of vehicles (4-6 at any one time). He is in the process of obtaining a permit from the State.

Kate reviewed the application and obtained measurements for the property map. It appeared that all setback requirements were met. The applicant confirmed that they would be using the existing garage, with no additional construction, and that hours of operation would be by appointment only.

Kate then enquired about the adequacy of available parking. It was determined that the space available was more than adequate for parking purposes.

Board members enquired as to whether there would be any repair of vehicles on site. The applicant explained that he was planning to have any needed repairs done off site. Therefore, noise would not be a consideration.

Kate informed the applicant that the code requirements for R-H district restricted the business signage to 6 sq. ft. in area and any overhead lighting pointing downward and not toward any neighboring parcels. The applicant confirmed that he would comply with these requirements.

With no further questions from the Board and in the absence of any neighbor objections, Kate Chepeleff made a motion to **APPROVE** the Special Use Permit Application as presented with the signage and lighting restrictions mentioned above. The Motion was seconded by Vernon Wolfe. All in Favor – **Carried Unanimously**

Codification Summary Update

Kate updated the Board on the status of the Codification process. The proposed changes were to be reviewed by the County at their next meeting and then sent to General Code for input before returning to the Town Board for approval.

A **Fee List** should be prepared along with the **Penalties List** to be reviewed by the Town Board.

Other Business

Gary Bandy proposed that the Board recommend a “No Engine Brake per Code 166-4 F & 166-6, Fine \$250” be placed at each end of State Highway 56 entering Norfolk (at the reduction to 35 mph speed limit signs) as well as the same on State Highway 420 to further enforce the current Town Code for the prevention of excessive noise in these areas. This will be forwarded to the Town Board for their consideration.

Items for Action Summary

- 1) Kate will attempt to obtain an updated Inundation Map to be referenced in 120 – 6.
- 2) Theresa will obtain a current Fee List to be included for Town Board review.
- 3) A recommendation regarding signage to enforce 166 - 4 F will be forwarded to the Town Board for their consideration.

Next Meeting

The next meeting of the Planning Board has not been scheduled at this time.

Meeting Adjourned

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

Dated: February 22, 2025

Theresa Planty, Planning Board Secretary

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