

**Town of Norfolk
Planning Board Meeting Minutes
November 21, 2024**

The Town of Norfolk Planning Board held a meeting Thursday, November 21, 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, Andrew Solley, Tom Emburey, 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 Gary Bandy.
All In Favor – Carried.

Adoption of Minutes

Minutes from the October 24, 2024 Planning Board Meeting were reviewed. Motion by Kate Chepeleff to adopt the Minutes as presented and seconded by Tom Emburey.
All In Favor - Carried.

Chapter 112, Energy Systems and Battery Energy Storage Systems

After a lengthy discussion, it was decided to let the proposed earlier draft of this section stand. Theresa Planty will provide a copy for review to the Town Clerk & Supervisor.

CHAPTER 150 LAND USE & DEVELOPMENT

After reviewing the feedback from the County regarding Subsections 1-28, it was decided to leave these sections unaltered at this time.

Chapter 150-46 Walls; Fences, Hedges; Visibility at Street Intersections

After reviewing comment from the County regarding changing the fence height from 3' to 4' as previously discussed by the Board, it was decided to alter the code as follows:

150-46 D. Height. No fence, wall or hedge shall exceed four feet in height between the street and the required front setback, nor six feet in height along the rear maintenance setback, except as otherwise may be provided in these regulations.

Chapter 150-52 Signs

The Board recommends that sub-section A. 4) should read as follows:

“Temporary signs are exempt from permitting. Temporary signs erected for special events, political elections, garage or yard sales, must be removed by the property owner or his agent within 7 days after the event. Property sales, rental or repair signs shall be removed when the circumstances leading to their use no longer apply.”

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

After a discussion, it was decided that the following section would be added:

150-53 G. Recreational Vehicles as Temporary/Seasonal Housing

- (1) Campers and RVs are not considered to be mobile homes as defined in section A. and B. of this chapter, nor are they intended to be used as permanent dwellings. This includes all vehicles as defined by New York State Vehicle and Traffic Law § 125. (See 177-2 MOTOR VEHICLE Definition).
- (2) A recreational vehicle intended for portable temporary housing of guests or occupants may be used for living, sleeping or housekeeping purposes when parked or stored on an owner-occupied residential lot for up to thirty (30) days within a twelve (12) month period. There shall be no fee charged for such occupancy. Such recreational vehicle shall be located in the side or rear yard only.
- (3) A recreational vehicle may be used for temporary housing of the owner of the lot on which a residential dwelling is being constructed in conjunction with a valid Building Permit.
- (4) Recreational vehicles intended for portable temporary housing may be used for living, sleeping or housing purposes on an undeveloped lot by the by the property owner and their guests in the R-H and R-A Zoning Districts as long as they meet the following standards:
 - a) A limit of up to two (2) recreational vehicles, one of which shall be utilized by the property owner, shall be permitted for a period of up to 120 days within a twelve (12) month period. There shall be no fee charged for such occupancy.
 - b) Setbacks. Such recreational vehicles shall meet the setback requirements of a principal building in the zoning district in which the lot is located.
 - c) Generators shall not be run before 7:00 a.m. or past 9:00 p.m.
 - d) Evidence of appropriate sanitation shall be provided to the Code Enforcement Officer per Chapter 181-3 A. of this Code.

Chapter 150-56 Nonconforming situations.

After a review of “Blighted Property Abatement” from the Village of Massena to see if parts of it should be incorporated into Chapter 150-56 it was decided that the current code is adequate at this time.

Chapter 150-58 Special Uses – Short Term Rentals

Because of the complexity of attempting to regulate Short Term Rentals in a separate section of this Code, it was decided that it would be best to rely on current Building and/or State regulations already in place at this time.

Chapter 150-61 & 63 Fees/Violations, Penalties for Offenses

A reference to the newly created Fee Schedule should be referenced in 150-61 and the specific penalties for violations under section 150-63 A. should be removed to the above-mentioned Fee Schedule.

Codification Summary

Theresa Planty, Planning Board Secretary, will create a detailed summary listing all of the changes this Board has proposed to date for review at the next meeting. After any final editing or additions, the proposed changes will then be submitted to the St. Lawrence County, and the Norfolk Town Board for review. To allow the time required to create this summary, the meeting scheduled for Dec. 19, 2024 has been cancelled.

Next Meeting

The next meeting of the Planning Board is for codification and is scheduled for January 23, 2025 at 5:15 pm.

Meeting Adjourned

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

Dated: November 23, 2024

Theresa Planty, Planning Board Secretary

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