

**Town of Norfolk
Planning Board Meeting Minutes
January 23, 2025**

The Town of Norfolk Planning Board held a meeting Thursday, January 23, 2025 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, Gary Bandy, Vernon Wolfe (alt) - Present. Andrew Solley – Absent. Members in attendance constituted a quorum. Kate Chepeleff appointed Vernon Wolfe to act in place of Andrew Solley. 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 November 21, 2024 Planning Board Meeting were reviewed. Motion by Vernon Wolfe to adopt the Minutes as presented and seconded by Richard Planty.
All In Favor - Carried.

Special Use Permit Application #6-2024 at 25 Grantville Road, Norfolk, NY (R-H).

Kate Chepeleff asked the Board members to review the application made by Leslie G. Durant dated December 16, 2024 to obtain a permit for a Home Occupation business located at 25 Grantville Road, Norfolk NY (Tax Map#23.067-2-44). The applicants were in attendance (Leslie and Winona Durant). No other members of the public were present.

Kate invited the applicants to address the Board. Leslie explained that it was not his intention to run a gun shop at this location, but that he required a permit so that he could update his Federal Firearms License in order to sell off his current inventory.

After several discussions among Board members, it was agreed that the applicant would meet the conditions as outlined in Chapter 150-58 F. Home Occupation as the applicant does not intend to use signage or be open to the public and therefore should not impact the compatibility of the adjacent parcels. The applicant has taken steps to ensure security with the use of outside cameras on the property.

Kate Chepeleff made a motion to **APPROVE** the Special Use Permit Application as presented with no conditions. Motion was seconded by Tom Emburey.
All in Favor – **Carried Unanimously**

Codification Summary Review

Theresa Planty presented to the Board for review a summary of all Code changes recommended throughout the Codification process of 2024. The Board then reviewed the summary and suggested the following changes:

Chapter 84 – 22 – It was suggested that the initial violation penalty amount should be changed to a maximum of \$25 instead of the current range of \$15 - \$25.

Chapter 95 – 15 C. – It was suggested that the reference to partial days in the penalty list be removed and that we should enquire with General Code what the difference in definitions between sub-sections 1) and 2) implies.

Chapter 120 – 6 – Enquire with Jill Molnar if there are updated Flood Hazard Boundary Maps and Flood Insurance Rate Maps as the current code maps are dated 4-15-86. It was also suggested that the Inundation Map should be referenced in this section. Kate will ask the County to review Attachments 1 and 2 of this Chapter to see if these forms need to be updated, before they are removed from the Code and become part of the Building Permit application process.

Chapter 171 – It was suggested that the following be added to the Open Burning Permit Application: **“NOTE – ANY BURN BAN PUT IN PLACE BY THE TOWN, COUNTY OR STATE AT THE TIME OF THE PROPOSED BURN WILL RENDER THIS PERMIT NULL AND VOID.”**

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

Items for Action Summary

- 1) Kate will attempt to obtain an updated Inundation Map to be referenced in 120 – 6.
- 2) Kate will contact Jason to see if Attachments 1 and 2 at the end of Chapter 120 should be updated before being removed to the Building Permit Application process.
- 3) Theresa will obtain a current Fee List to be included for Town Board review.

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 Gary Bandy. All In Favor – Carried. Meeting adjourned.

Dated: January 25, 2025

Theresa Planty, Planning Board Secretary

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