Town of Norfolk
Planning Board Meeting Minutes
December 18, 2025

The Town of Norfolk Planning Board held a meeting Thursday, December 18, 2025 at 5:30 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, Andrew Solley, Gary Bandy, 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. Kate Chepeleff added item II. B. to discuss rezoning portions of West Main Street to C-B district. A motion to accept the agenda as amended was made by Kate Chepeleff and seconded by Richard Planty. All In Favor – Carried.

Adoption of Minutes
Minutes from the November 20, 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.

Proposed Zoning Changes – Highway 310
Kate Chepeleff reviewed the County's response to rezoning to Commercial-Highway at 4355 State Highway 310. As expected, the County recommends rezoning all 4 parcels (Tax Map# 23.002-1-14.1, 23.004-1-17.121, 23.004-1-17.11, and 23.004-1-17.122) to create a contiguous C-H zone along Highway 310, 500' from the centerline of the highway. As this concurs with the Board's previous recommendation, no further discussion ensued.

Kate Chepeleff made a motion to recommend to the Town Board that the above noted parcels be rezoned from Residential to Commercial-Highway 500' from the centerline of State Highway 310. Tom Emburey seconded the motion. All In Favor – Carried Unanimously.

Kate explained to Erik Thrana that this recommendation will be forwarded to the Town Board, who will then schedule a public hearing.

Kate then provided information supplied by the Secretary regarding the process for changing a speed zone on a state highway as discussed in the last meeting.

The applicant would begin with a petition, which is forwarded to the Town Board. If the Town Board agrees, they pass a resolution requesting a NYSDOT study. The County Highway Superintendent reviews the request and forwards it to NYSDOT. A copy of this process was provided to the applicant to act on if they choose to do so.

Proposed Zoning Changes – West Main Street
Kate Chepeleff provided a map for the Board members to review regarding the potential rezoning of a portion of West Main Street to Commercial-Business district as outlined at the previous meeting. There was a discussion regarding how this would affect existing properties, specifically ground floor apartments, that are not a permitted use in a C-B zone. The choice would be whether to leave these properties out of the rezoning proposal or to change the Code to allow the ground floor apartment use in this zone. After a lengthy discussion, Gary Bandy suggested that a list of pros and cons should be prepared for each option to be examined by the Board in detail at a later date. Kate also suggested that the Strategic Plan should be reviewed to see if these changes would be in line with plan. Andrew Solley offered to provide an electronic copy of the Strategic Plan to the Board members for review.

Other Business
Kate Chepeleff invited Ethel Molnar Houghton who was in attendance to address the Board. She wanted confirmation that she could develop a commercial enterprise on two properties currently already zoned as C-B in the area. Kate confirmed that if the properties were already in the current C-B zone, she is allowed to open a business at those locations.

Ethel also offered her opinions on how the Main Street area could be re-developed with properties already in the C-B zone, and that this should be considered in addition to looking at rezoning other properties. In addition, Ethel suggested that it would be beneficial to arrange a meeting with other community groups such as the Historical Association and Chamber of Commerce so that a coordinated plan could be put forward. Kate agreed that coordination would be helpful and thanked Ethel for her insightful input.

Next Meeting
The next meeting of the Planning Board is unscheduled at this time.
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Meeting Adjourned
A motion to adjourn the meeting was made by Kate Chepeleff and seconded by Andrew Solley. All In Favor – Carried. Meeting adjourned.

Dated: December 20, 2025

Theresa Planty, Planning Board Secretary

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