Town of Norfolk
Planning Board Meeting Minutes
February 26, 2026

The Town of Norfolk Planning Board held a meeting Thursday, February 26, 2026 at 6:00 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, Andrew Solley, Gary Bandy, Vernon Wolfe (alt) - Present. Tom Emburey – Absent. Members in attendance constituted a quorum. Kate requested that Vernon Wolfe be designated as Tom Emburey's replacement.
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 December 18, 2025 Planning Board Meeting were reviewed. Motion by Kate Chepeleff to adopt the Minutes as presented and seconded by Vernon Wolfe.
All In Favor - Carried.

Adaptive Reuse Permit Application #1-2026 – 13 Hepburn Street (32.066-4-4.1)
Kate Chepeleff reviewed the application submitted by Gregory Villnave (Velix Holdings LLC) for the addition of apartments and transforming the vacant gymnasium into a fitness facility. Since Gregory was not in attendance, Tim Wunder, Code Enforcement Officer, explained the application. It was noted that there are 7 apartments at the facility now and the variance allows for 7 more. With this application, the request is for 10 additional units. The final total would be 24 apartments.

Various board members enquired about parking. According to State regulations, he would be required to provide 1.5 parking spots per 1-bedroom apt. and 2.5 parking spots per 2-bedroom apt. It was noted that we should update our Town code to conform to the state regulations. The current proposal includes five 1-bedroom and twelve 2-bedroom apartments. The Board is therefore recommending that a minimum of 45 parking spaces be reserved for the additional apartments with added parking as required by the construction of a fitness center. Kate Chepeleff noted that according to the space available on the lot, it would be possible to construct approx. 141 parking spaces and still meet code requirements.

Gary Bandy enquired as to whether all asbestos had been removed from the site. This was unknown. He also noted that a previous variance that was granted 11-19-2009 would have to be removed before the Adaptive Reuse Permit could be granted.

Vernon Wolfe noted that there should be a condition of no on-street parking, especially along Hepburn Street, where complaints have already been received. Several neighbors who were in attendance, including Christine Labbate and Lisa Arquitt wished to address the Board regarding parking. They requested that parking on-site be made a condition of approval. They also expressed concerns about the traffic flow in the parking lot shining lights into houses upon exit of the site. Kate suggested that this could be addressed by restricting the driveway on Hepburn Street to “entrance only”. Recommended exit would be on Clinton Street.

The neighbors enquired as to the timeline for the project. Kate replied that it was unlikely that construction would begin before summer at the earliest, as the Application was still subject to County recommendations, Town Board review as well as Public Hearings.

Kate Chepeleff made a motion to send the application to the Town Board with the following recommendations for conditions:

1. That 45 parking spaces be reserved for the apartments with additional appropriate parking required for the fitness center.
2. That parking would be restricted to on-site with no parking allowed on-street.
3. That the traffic flow through the parking lot be one way through the entrance on Hepburn Street and exit on Clinton Street (no exit on Hepburn Street).
4. That this recommendation would be conditional pending County review.
5. That the variance currently held on the property be removed before granting the Adaptive Reuse Permit.
6. That the conditions regarding lighting, signs, dumpsters, and vegetation currently in place be maintained.

Vernon Wolfe seconded the motion. All in Favor – Carried Unanimously.

Zoning Map

The Board members reviewed the updated Zoning Map provided by the County. It was noted that the green bar in the legend’s designation should be “Commercial-Highway” and not “Commercial-Hamlet”. Also, there is a small C-H property located on Hwy 56 across from the Planned-Development site that should be removed. It is Residential-Hamlet (need to confirm this on the map in the town hall). There is also a small “spur” on the recently designated C-H (Tax Map# 23.002-1-16.11) on the Louisville-Raymondville Road that should not be there. The section of this property on 310 road is C-H to 500 ft from the road but not this back section. The Planned Development section on Brouse Road (Tax Map# 16.004-2-57.1) is not correct and it needs to be put back to Residential - Agricultural.

Code Update

It was noted that B.E.S.S. code and the updated Unsafe Buildings Code were scheduled for Town Board review and Public Hearings in March. Meanwhile Kate Chepeleff and the Board will recommend that the Town Board extend the current moratorium on B.E.S.S. There are five other outstanding items that Theresa Planty is in the process of getting submitted to the State so that they can be included in the process with General Code.

Other Business
Christine Paige was in attendance to address the Board regarding her ideas to build a Children's Theater on property along West Main Street currently owned by Travis Bond. She is attempting to acquire grant money for the project but is concerned that parking and other restrictions that may be on the property might make this project untenable at this location.
She has been exploring other options at alternate locations but would very much like to contribute to the enrichment of the Norfolk community, if possible.

Kate went over the permitted uses for that particular location and there was a general discussion regarding the viability of such a project. Kate enquired as to whether a building plan had been obtained and explained that it would be very difficult to provide accurate advice without one. Tim Wunder suggested that Christine should speak with Kevin Smith regarding a plan, as well as the costs that would be required to bring such a project to fruition.

Several other potential locations within the Town were provided by various Board members for Christine's consideration as well. Christine stated that she would be interested in discussing the matter with Mr. Smith.

Next Meeting
The next meeting of the Planning Board is unscheduled at this time.

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: February 27, 2026

Theresa Planty, Planning Board Secretary

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

County Planning Board