

Town of Norfolk Planning Board Meeting Minutes April 16, 2026

The Town of Norfolk Planning Board held a meeting Thursday, April 16, 2026 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, Richard Planty, Gary Bandy, Tom Emburey, Vernon Wolfe (alt) - Present. Andrew Solley – Absent. Members in attendance constituted a quorum. Kate requested that Vernon Wolfe be designated as Andrew Solley’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 February 26, 2026 Planning Board Meeting were reviewed. Kate added to the last line in paragraph one under Adaptive Reuse Permit to be amended as follows “The final total would be 24 apartments (12 one bedroom and 12 two bedroom)”. Also the reference to NYS off-street parking regulations should be removed as this was cited incorrectly. Motion by Kate Chepeleff to adopt the Minutes as amended and seconded by Richard Planty. All In Favor - Carried.

Special Use Permit Application #1-2026 – 373 Ct. Rt. 38 (32.004-1-26.123 Zone-RA)

Kate Chepeleff reviewed the application submitted by Jamie LaBarge for the operation of a farm stand in a pole barn at the above property. Several Board members enquired as to the adequacy of traffic access and parking arrangements. Jamie confirmed that the driveway was already in existence, and that there was adequate parking available. She also confirmed that only minor downlighting would be used and that there would be a small moveable sign (12x16). Kate explained the limitations of the code if she wished to install a larger sign at a later date. As this application involves a structure that already exists on the property (which is in a rural setting) there appears to be adequate buffers between the property and existing neighbors and should have minimal impact on the immediate vicinity of the property. A motion was made by Kate Chepeleff to approve the application as presented with the condition of off-street parking being available. Seconded by Tom Emburey. All in Favor – Carried Unanimously.

Special Use Permit Application #2-2026 – 3484 Ct. Rt. 47 (32.004-2-15.1 Zone-RA)

Kate Chepleff recused herself from this portion of the meeting as she is the applicant. She appointed Gary Bandy as acting Chairperson. Gary Bandy reviewed the application submitted by Kate Chepeleff to sell flower & vegetable plants and operate a farm stand at this location. Gary confirmed that the greenhouse met setback requirements, the proposed operating hours, that an existing driveway would be used and that 5-10 off-street parking spaces were available for use. Gary reviewed the size of allowable signage and confirmed that downlighting would be used if necessary. There appears to be minimal impact in the immediate vicinity of the property and is compatible with the rural setting. A motion was made by Gary Bandy to approve the application as presented with the condition of off-street parking being available. Seconded by Vernon Wolfe. All in Favor – Carried Unanimously. Gary Bandy then returned the Chair to Kate Chepeleff.

Adaptive Re-Use Permit Application #1-2026 Update

Kate updated the Board on the County's response to the application. The County recommends the following conditions:

1. The Town ZBA annul the existing use variance on the property.
2. Ensure enough parking exists to accommodate the expansion.
3. Ensure adequate storm drainage and snow storage on site.
4. Lighting and signage should meet code standards.
5. Adequate dumpsters should be placed on the property.
6. The applicant should submit 3 sets of plans with the required specifications.
7. A motion to approve must be made with a majority plus one of the full Town Board.

The Board secretary will submit the full Permit Application in addition to all relevant recommendations and documents to the Town Board for a Public Hearing and Town Board review at an upcoming meeting. Following approval of the permit, a ZBA meeting will be held in order to annul the current use variance on the property.

Code Update

Farm Stand Code - 150-58 L (4)

A modification was proposed to the above code changing "for a period not to exceed four months" to "seasonally". Also, the procedure for yearly renewal as listed should be reviewed. Kate will provide an edited version for the Board's review. In addition, **Farm Stand Code - 150-58 L (5)** would change to: "Adequate off-street parking shall be required for any roadside stand per instructions of the Code Enforcement Officer." and the current (5) regarding exemptions would become **Farm Stand Code - 150-58 L (6)**. These proposed changes will be reviewed at the next Planning Board meeting.

Off-Street Parking Code - 150-50 F

A proposed change to the code to align our requirements with nearby communities was proposed (1.5 spaces for each 1-bedroom unit or 2.5 spaces for each 2-bedroom unit in a multiple dwelling). Kate will research the matter further and recommend new wording at the next meeting of the Planning Board.

General Code - The Secretary updated the Board regarding the submission of code updates to NYS so that it can be processed by General Code. B.E.S.S., Unsafe Buildings have now been submitted to NYS and General Code. Poultry and Fuel Terminal have been submitted to NYS. We are awaiting their response. Solar, Open Burning and Small Residential Business have yet to be submitted to NYS.

Other Business

Kate informed the Board that we are currently working on a Checklist for various application types so that the Town Clerk, Planning Board Secretary, Planning Board, County Planning Board and Code Enforcement can all be kept in the loop during the process.

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 April 19, 2026.

Theresa Planty, Planning Board Secretary

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