

# **Town of Norfolk Planning Board Meeting Minutes June 18, 2026**

The Town of Norfolk Planning Board held a meeting Thursday, June 18, 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, Andrew Solley - Present. Tom Emburey – Absent. 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 Andrew Solley. All In Favor – Carried.

## **Adoption of Minutes**

Minutes from the April 16, 2026 Planning Board Meeting were reviewed. Motion by Kate Chepeleff to adopt the Minutes as presented and seconded by Gary Bandy. All In Favor - Carried.

## **Special Use Permit Application #3-2026 – 81 W. Main St. (32.058-5-22 Zone-R-H)**

Kate Chepeleff reviewed the application submitted by Shavanah Phillips for the operation of a farm stand on the above property. Kate reviewed the details of the application with the Board. Kate inquired about what the applicant intended to sell at the stand. The applicant stated that they planned to sell a variety of crafts, baked goods, and potentially some vegetables in the future. Kate advised the applicant that only hand made/grown items could be sold, and that reselling of retail material was not allowed under this application. Various Board members inquired as to parking availability. Shavanah stated that adequate off-street parking was already in existence and agreed that should the proposed location cause issues with traffic or on-street parking, that the stand could be relocated on the property to alleviate any such issues. Kate reviewed the County's response with the applicant, noting their concern regarding setbacks. Tim Wunder, Code Enforcement Officer, stated that the current setbacks were adequate, but agreed that relocation in case of traffic/parking issues was a reasonable recommendation. Kate noted that the proposed lighting and signage on the application was within code requirements and that the proposal was compatible with other commercial ventures in the neighborhood.

A motion was made by Kate Chepeleff to APPROVE the application as presented with the condition of off-street parking being available and maintained. Seconded by Gary Bandy. All in Favor – Carried Unanimously.

**Area Variance Application #1-2026 – 11 Eastview Heights (32.075-3-19.1 Zone-R-H)**

Kate Chepleff reviewed the application submitted by Heather Sullivan to build a garage on the above property. It was noted that the setback at the rear of the property by code is 40' and that the site plan indicates a 20' setback. In addition, the side code setback is 15', while the site plan indicates an 8' setback. Neighbors present inquired as to the purpose of the garage and were informed by the applicant that the purpose was strictly for storage, and that they had no intention of using the garage for business purposes. Tim Wunder recommended that they either reconsider the location of the garage, or that the size of the garage be altered to meet the setbacks.

One of the neighbors, Molly Pressey, enquired about the location of the property lines and there was some dispute about where they were located. The applicant provided a recent survey that was conducted, and Tim Wunder made a copy for Molly to review. It was suggested that she may want to reach out to her own surveyor to confirm the results.

After a lengthy discussion proposing various options to meet setbacks, Kate reviewed the process with the applicant and explained the questions that the Zoning Board of Appeals would be considering during their meeting to address the application (scheduled to take place on July 2<sup>nd</sup>). As the application would require a substantial variance from the required setbacks, a motion was made by Kate Chepeleff to recommend DENIAL of the application as presented to the Zoning Board of Appeals. Seconded by Gary Bandy. All in Favor – Carried Unanimously.

**Adaptive Re-Use Permit Application #1-2026 Update**

Kate informed the Board members that Town Board requested an updated site plan from the applicant to include a specific parking plan, along with indications regarding lighting and snow removal locations. This should take place at the next scheduled meeting of the Town Board. If the Town Board recommends 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**

Several modifications were proposed to the above code:

**Item 1)** would end at "...unless specifically exempted". The last sentence from that paragraph would be removed.

**Item 2)** would be changed to end with "...and in this regard that an adequate off-street parking area is provided."

**Item 4)** would be removed entirely, with subsequent items being renumbered.

The Board members agreed to make this proposal available for Town Board review as part of the General Code update that is currently underway.

**Off-Street Parking Code - 150-50 F**

The following modification was proposed to the above code:

**F)** the second sentence would be changed to "Provisions shall be made for off-street parking in the ratio of 1.5 spaces for each one bedroom and 2.5 spaces for each two bedroom dwelling unit contained in a row house or multiple dwelling."

The Board members agreed to make this proposal available for Town Board review as part of the General Code update that is currently underway.

**General Code** - The Secretary updated the Board regarding the submission of code updates to NYS so that it can be processed by General Code. NYS has not responded to any of the older codes they have submitted, but has responded to more recent filings regarding local laws in 2026. Attempts to reach the state for a reason for this have not been successful to date. It would seem that the state has not been accepting these filings, and the Secretary suggested that it may require the items to be returned back to the Town Board in order to facilitate the filing. Kate will follow up with the Town Clerk to confirm that no response has been received and requested a list of those sections of the code involved be sent to herself and the Town Supervisor so that a plan of action can be put in place to enable this process to proceed.

**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 June 19, 2026.

Theresa Planty, Planning Board Secretary

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