

# Town of Norfolk Planning Board Meeting Minutes February 22, 2024

The Town of Norfolk Planning Board held a meeting Thursday, February 22, 2024 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, Andrew Solley, Gary Bandy, Lori Queor - Present. Members in attendance constituted a quorum. Also in attendance was Code Enforcement Officer Tim Wunder, Martin Blair from the Town Board, Joseph Peck and Travis Villnave from the Zoning Board of Appeals and Jill Molnar, Town Clerk.

## **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 Lori Queor. All In Favor – Carried.

## **Adoption of Minutes**

Minutes from the February 5, 2024 Planning Board Meeting were reviewed. Motion by Lori Queor to adopt the Minutes as presented and seconded by Tom Emburey. All In Favor - Carried.

## **Proposed Zoning Changes**

Jill Molnar confirmed with the Board the parcels that are to be rezoned to Commercial Highway as previously discussed (Tax Map# 23.002-1-16.12, 23.002-1-13, 23.002-1-16.11). There was one additional parcel (Tax Map # 23.002-1-14.2 owned by American Property Rentals) that would like to be included in this rezoning effort. Jill Molnar will send an email to the County asking to have this parcel included in the referral. The rezoning of the 4 parcels will then go before the Town Board on March 14<sup>th</sup> at 5:45 pm.

## **Adaptive Reuse Code Update**

All in attendance were asked to review the revised draft of the Adaptive Reuse Code documents. The following changes were recommended: under Performance Standards, Item (3) changed to “shall not be detrimental to the residential character...” under Application and Approval, Item (2) was added to be consistent with SUP code regarding fees. Item (6) (previously 5) was changed to “If a new owner purchases the property, they must apply for an amended Adaptive Reuse Permit.” Changes proposed for the Permit Application: DATE APPLICANT ACQUIRED PROPERTY was changed to DATE OF APPLICATION. Item 14, under Site Plan, items were bulleted as discussed to provide clarity. This revised draft will be submitted to the Town Board at the next meeting.

**Codification – Chapter 84, Animals**

All present reviewed Chapter 84, regarding the keeping of animals with special attention to the code regarding Poultry (84-31 through 84-34) that was adopted in March of 2022. No changes were recommended to the chapter at this time. It was proposed that Sections 95-129 be put on the agenda for the next Codification meeting.

**Next Meeting**

The next Codification meeting of the Planning Board is scheduled for March 28, 2024 at 5:15 pm.

**Meeting Adjourned**

A motion to adjourn the meeting was made by Lori Queor and seconded by Richard Planty. All In Favor – Carried. Meeting adjourned.

Dated: February 23, 2024

Theresa Planty, Planning Board Secretary

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