
PLANNING COMMISSION MEETING

The Norfolk Planning Commission of the City of Norfolk conducted a public meeting in the City Council Chambers, 309 N. 5th Street, on the 17th day of October 2023, beginning at 7:30 a.m.

Roll call found the following Commission Members present: Dan Spray, Dirk Waite, Jill Sock, Kaycee Kube, Martin Griffith, Jordan Mason, and Cody Ronnfeldt. Absent: Brandon Franklin and Chad Bryant.

Staff members present were: Valerie Grimes, City Planner, Anna Allen, Assistant City Engineer; Sarah Wortmann, Planning Commission Secretary; and Katelyn Palmer, Permits Technician.

Planning Commission Chair, Dan Spray presided and the Planning Commission Secretary Sarah Wortmann digitally recorded the audio of the proceedings.

Chair Spray called the meeting to order and informed the public about the location of the current copy of the Open Meetings Act posted in the meeting room and accessible to members of the public.

Notice of the meeting was given in advance thereof by publication in the Norfolk Daily News, Norfolk, Nebraska, the designated method of giving notice, as shown by affidavit of publication.

Notice was given to the Chair and all members of the Commission and a copy of their acknowledgement of receipt of notice and agenda is attached to the minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Chair and Commission of this meeting. All proceedings hereafter shown were taken while the convened meeting was opened to the public.

Current Business

Commissioner Griffith moved, seconded by Commissioner Kube to approve the full agenda.

Roll Call: Commission Members: Ayes: Spray, Waite, Sock, Kube, Griffith, Mason and Ronnfeldt. Nays: None. Absent: Franklin and Bryant. Motion carried (7-0).

Vice-Chair Waite moved, seconded by Commissioner Ronnfeldt to approve the October 3, 2023 meeting minutes.

Roll Call: Commission Members: Ayes: Spray, Waite, Sock, Kube, Griffith, Mason and Ronnfeldt. Nays: None. Absent: Franklin and Bryant. Motion carried (7-0).

Public Hearing
Resolution No. 2023PC-8
Conditional Use Permit – Oversized Accessory Building
2403 Timber Meadows Lane | Benjamin and Sarah Conover

Chair Spray opened the public hearing at 7:31 a.m. to consider a Conditional Use Permit for an Oversized Accessory Building on property located at 2403 Timber Meadows Lane.

Benjamin Conover, Owner, explained he would like to build a 50ft by 80ft shed in the Southeast corner of his property.

Commissioner Griffith asked if the property is located in the floodplain. Benjamin Conover stated his property is in the floodplain. JEO is working on a floodplain development permit to be submitted with the building permit.

Chair Spray asked Benjamin how many acres of land on the property. Benjamin stated five acres of land. Chair Spray stated the accessory building would have to be architecturally compliant and follow the floodplain rules. The owner confirmed this would happen and the building will have siding like the house.

Vice-Chair Waite asked for the reason of the Conditional Use Permit. City Planner, Valerie Grimes explained 3,000 square feet is the maximum size permitted for accessory structures in R-R (Rural Residential) zoning without a Conditional Use Permit and this accessory building will be a 4,000 square feet. Footprint on the first floor.

City Planner Grimes showed a previous oversized accessory building approved permit to suggest conditions usually on a conditional use permit such as this. Commissioners will have staff use the usual conditions to write the draft permit which will include the max 4000 square feet.

No one else spoke in favor or opposition of the request and Chair Spray closed the public hearing at 7:33 a.m.

Commissioner Waite moved, seconded by Commissioner Griffith to have City staff prepare a Conditional Use Permit for discussion and action at the next regularly scheduled Planning Commission meeting.

Roll Call: Commission Members: Ayes: Spray, Sock, Waite, Kube, Griffith, Mason and Ronnfeldt. Nays: None. Absent: Franklin and Bryant. Motion carried (7-0)

Other Business

City Planner Valerie Grimes presented the September 2023 Building Permit Report.

There was no other discussion and Chair Spray declared the meeting adjourned at 7:36 a.m.



Sarah Wortmann, Planning Commission Secretary



Dan Spray, Norfolk Planning Commission Chair