

Agenda Packet

NORFOLK PLANNING COMMISSION

Tuesday, October 17, 2023
7:30 a.m.

Created 10/12/2023 10:45 AM

**NOTICE OF MEETING
CITY OF NORFOLK, NEBRASKA**

NOTICE IS HEREBY GIVEN that a meeting of the Norfolk Planning Commission of the City of Norfolk, Nebraska, will be held at 7:30 a.m. on Tuesday, October 17, 2023, in the Council Chambers, 309 N. 5th Street, which meeting will be open to the public.

An agenda for such meeting, kept continually current, is available at the City of Norfolk Administration Building, located at 309 N 5th Street, Norfolk, Nebraska during normal business hours.

AGENDA
NORFOLK PLANNING COMMISSION

October 17, 2023

CALL TO ORDER

1. 7:30 a.m. Call meeting to order.
2. Inform the public about the location of the Open Meetings Act posted in the Council Chambers and accessible to members of the public
3. Roll call.

CURRENT BUSINESS

4. Approval of full agenda. **Motion**
5. Consideration of approval of the minutes of the October 3, 2023 Planning Commission meeting. **Motion**

PUBLIC HEARINGS

6. Public hearing at the request of Benjamin and Sarah Conover, a husband and wife, for a Conditional Use Permit for an Oversize Accessory Building on property addressed as 2403 Timber Meadows Lane.
7. Consideration to have City Staff prepare a Conditional Use Permit for discussion and action at the next regularly scheduled Planning Commission meeting for an Oversize Accessory Building on property addressed as 2403 Timber Meadows Lane. **Motion**

OTHER BUSINESS

8. September 2023 Building Permit Report
9. Open topics on any concerns the Commission has towards current and future planning for the City. No action can be taken on matters discussed.

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 3rd 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 (7:32 am), Jordan Mason, and Cody Ronnfeldt. Absent: Brandon Franklin, Martin Griffith and Chad Bryant.

Staff members present were: Valerie Grimes, City Planner; Mikah Wheeler, Economic Development Coordinator; Steven Rames, 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

Vice-Chair Waite moved, seconded by Commissioner Ronnfeldt to approve the full agenda.

Roll Call: Commission Members: Ayes: Spray, Waite, Sock, Kube, Mason and Ronnfeldt. Nays: None. Absent: Franklin, Bryant, Griffith, Kube. Motion carried (5-0).

Vice-Chair Waite moved, seconded by Commissioner Ronnfeldt to approve the September 19, 2023 meeting minutes.

Roll Call: Commission Members: Ayes: Spray, Waite, Sock, Kube, Mason and Ronnfeldt. Nays: None. Absent: Franklin, Griffith, Kube and Bryant. Motion carried (5-0).

Commissioner Kube arrived at the meeting at 7:32 a.m.

Commissioner Ronnfeldt moved, seconded by Commissioner Mason to recommend approval of Sarah Wortmann as Planning Commission Secretary effective 10/3/2023.

Roll Call: Commission Members: Ayes: Spray, Waite, Sock, Kube, Mason and Ronnfeldt. Nays: None. Absent: Franklin, Griffith and Bryant. Motion Carried (6-0).

Public Hearings

Public Hearing

Zoning Change – C-1 to C-3
2125 Krenzien Drive | Cornhusker Auto Center, Inc.

Chair Spray opened the public hearing at 7:32 a.m. to consider a request from Cornhusker Auto Center, Inc. for a Zone Change on the property addressed as 2125 Krenzien Drive.

City Planner, Val Grimes, explained Cornhusker Auto Center bought this property and would like to turn it into retail auto sales. The current zoning is C-1 and the applicant would like to change to C-3 zoning, where retail auto sales are permitted without need of a conditional use permit.

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

Chair Spray asked about adjacent zoning and if C-3 zoning would cause parking issues. Planner Grimes explained the adjacent zoning and advised there will be no parking issues.

Vice-Chair Waite moved, seconded by Commissioner Mason to recommend approval of a zoning change from C-1 to C-3 on property addressed as 2125 Krenzien Drive.

Roll Call: Commission Members: Ayes: Spray, Waite, Sock, Kube, Mason and Ronnfeldt. Nays: None. Absent: Franklin, Griffith, and Bryant. Motion carried (6-0).

Resolution No. 2023PC-8
Conditional Use Permit –
West Madison Avenue and South 3rd Street | Conover Properties, LLC.

Chair Spray opened the public hearing at 7:35 a.m. to review per Norfolk City Code Sec. 27-56(2)d., the conditional use permit approved on June 22, 2022 granted to Conover Properties, LLC, to operate a drive-

thru on property generally located Northwest of the intersection at West Madison Avenue and South 3rd Street.

Val Grimes, City Planner, explained this Conditional Use Permit was approved and filed over a year ago and no one can change the conditions of an approved conditional use permit except the Planning Commission through a code process. The process today is under Sec. 27-56(2)d., which was brought up for review because one of the approved conditions included green space. The applicant has installed rock instead of the required green space and would now like to retain the rock through a modification of the approved permit. Per the city code section, the Planning Commission may leave unaltered, modify or revoke the permit following a public hearing.

Benjamin Conover, Applicant, explained he did not know the area previously approved, and shown as green on the plan, needed to be grass. His thought of green space was something easy to maintain with rock, plants and shrubs only.

Christina Meyer, tenant and Owner of Juice Stop, explained she does not have the staff to maintain a grassy area.

Steve Rames confirmed there was previous discussion of the area being green space, not rock.

Discussion among planning commissioners included items such as:

- Want to see Madison Ave have similar look/aesthetics to updated Braasch Ave. as Madison continues to revitalize and develop
- What happens here would set precedent for Madison Ave aesthetics
- Research shows greenspace helps overall wellbeing of people

Chair Spray suggested using the modified permit version (A) to include an optional footpath up to eighteen inches made of rock or concrete and tree mulch ring using standard mulch or rock. The current rock may remain over winter, but the required grass and vegetation shall be installed by Spring of 2024.

No one else spoke in favor or opposition of the request and Chair Spray closed the public hearing at 7:52 a.m.

Chair Spray moved, seconded by Commissioner Ronnfeldt to approve the modified Version (A) Resolution No. 2023PC-8 with the additional modification for a Conditional Use Permit for a drive-thru on property West Madison Avenue and South 3rd Street.

Roll Call: Commission Members: Ayes: Spray, Waite, Kube, Sock, Mason and Ronnfeldt. Nays: None. Absent: Franklin, Bryant and Griffith Motion carried (6-0)

Grimes reminded the planning commissioners that the city will sign them up for the NPZA virtual workshop occurring next Friday October 13th and to expect an email with workshop session links to come from NPZA to their email address.

There was no other discussion and Chair Spray declared the meeting adjourned at 8:06 a.m.

Sarah Wortmann, Planning Commission Secretary

Dan Spray, Norfolk Planning Commission Chair

For Office Use Only	Date Rec'd _____
	Fee \$ _____
	Rec'd by _____

**CONDITIONAL USE
PERMIT APPLICATION**

Applicant: Benjamin Conover 2403 Timber Meadows Lane, Norfolk, NE 68701
 Name Address
 402-580-1508 conoverproperties@gmail.com
 Phone Email

*If applicant is an LLC, a copy of the operating agreement must be submitted with the application.

Contact: Same as applicant
 (other than Name Address
 applicant) Phone Email

Present Use of Property: Residence

Desired Use of Property: Residence but add Shop on the back corner of property

Timeframe of Request: Perpetual Issued for _____ years

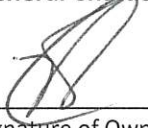
Location of Property: 2403 Timber Meadows Lane, Norfolk, NE 68701

Legal Description: Timber Meadows Subdivision Lot 12

Property Area, Square feet and/or Acres: 5 Acres

5 Acre lots with upscale housing. Most Houses have a shop as permitted in our covenants.

General Character of the area: _____



 Signature of Owner

 Authorized Agent

Benjamin Conover

 Printed Name of Owner

OR

 Printed Name of Authorized Agent

CONDITIONAL USE PERMIT JUSTIFICATION FORM

1. What is the current zoning district?

RR

2. For what specific use are you requesting the permit?

I would like to have a 4000 sq ft recreational shop

3. Will it be necessary to build a new structure? Yes No

4. What makes the location of the proposed permit appropriate in relation to the adjacent properties?

It is situated behind the house similar to the shops on the other 5 acre lots.

5. Is screening or buffering required? Yes No

If yes, explain type _____

6. Is the ingress & egress to the property and proposed structure adequate? Yes No

If no, explain traffic flow solutions _____

7. Are off-street parking and/or loading areas required? Yes No

If yes, explain traffic flow _____

8. Describe the current traffic of the area and the effect the proposed permit will have on traffic patterns.

The only traffic are the owners of property or visitors. It is a private road.

9. Are any signs or exterior lighting required? Yes No

If yes, explain _____

10. Are utilities property located? Yes No

Explain location and closest availability _____

11. Adequate water and sewer available? Yes No

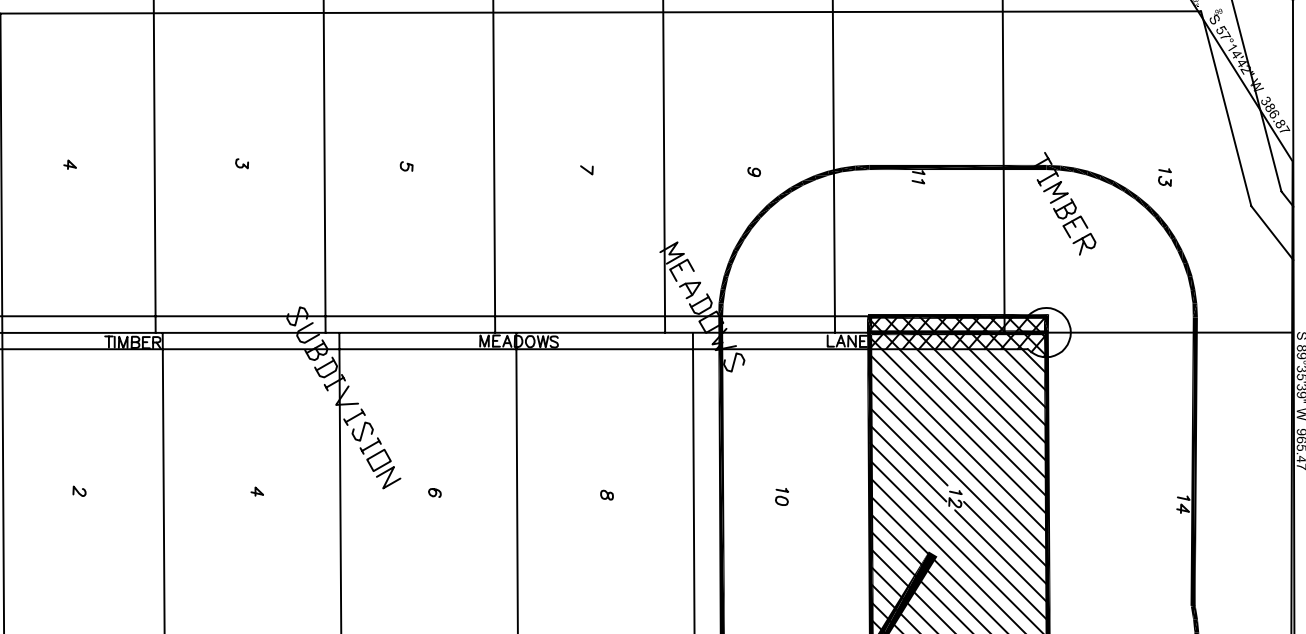
12. Will required yards & other open spaces be observed with the permit? Yes No

S 0°27'22" E 2429.52

S 57°14'22" W 395.57

S 89°35'39" W 965.47

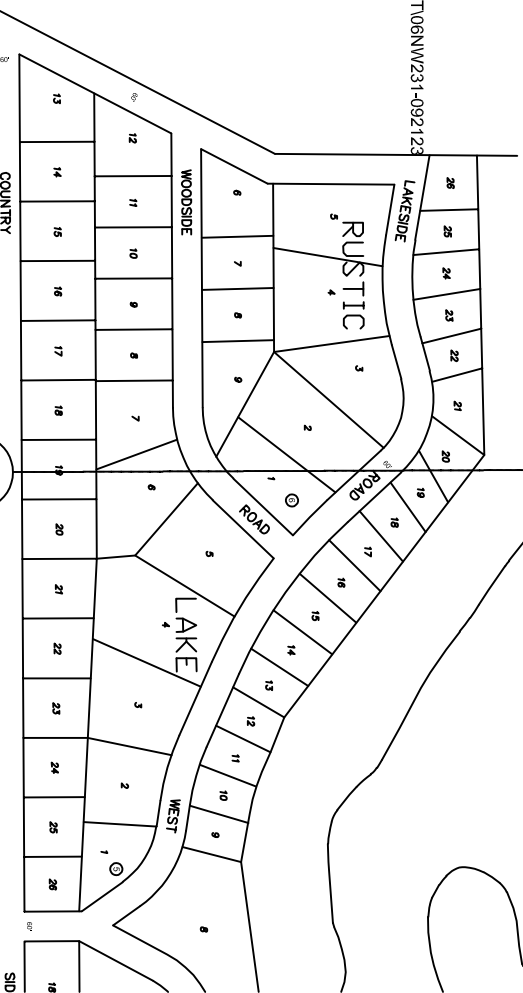
N 89°33' E 1286.81



N 0°19'54" W 2626.22

NOT TO SCALE
S:\DEPT\ID\ANN\FIRE\LOT\06NW231-092123

300' BOUNDARY TRACT



SEC. 6

SID

10/17/2023

Public Hearing

The Norfolk Planning Commission will hold a public hearing on Tuesday, October 17, 2023 at 7:30 a.m. in the City Council Chambers, 309 N 5th Street, Norfolk, Nebraska at the request of Benjamin and Sarah Conover, to consider a conditional use permit for an oversize accessory building on property addressed as 2403 Timber Meadows Lane, legally described as follows:

Lot 12, Timber Meadows Subdivision, to Madison County, Nebraska

Publish (October 6, 2023)
1 P.O.P

Google Maps Norfolk, NE



Imagery ©2023 CNES / Airbus, Maxar Technologies, Map data ©2023 50 ft



Norfolk, NE

Nebraska



Directions



Save



Nearby

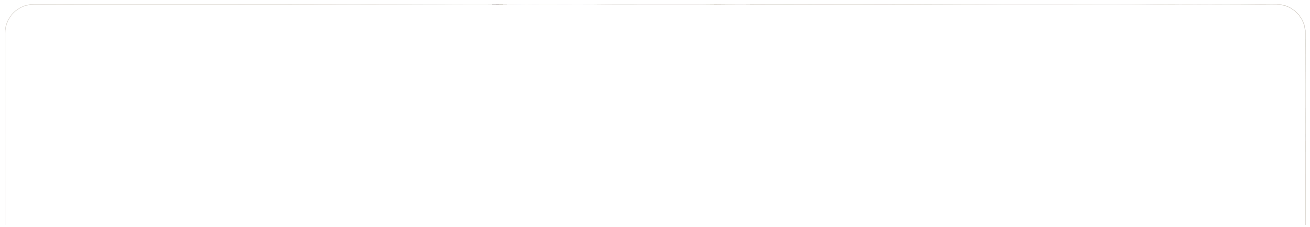


Send to
phone



Share

Photos

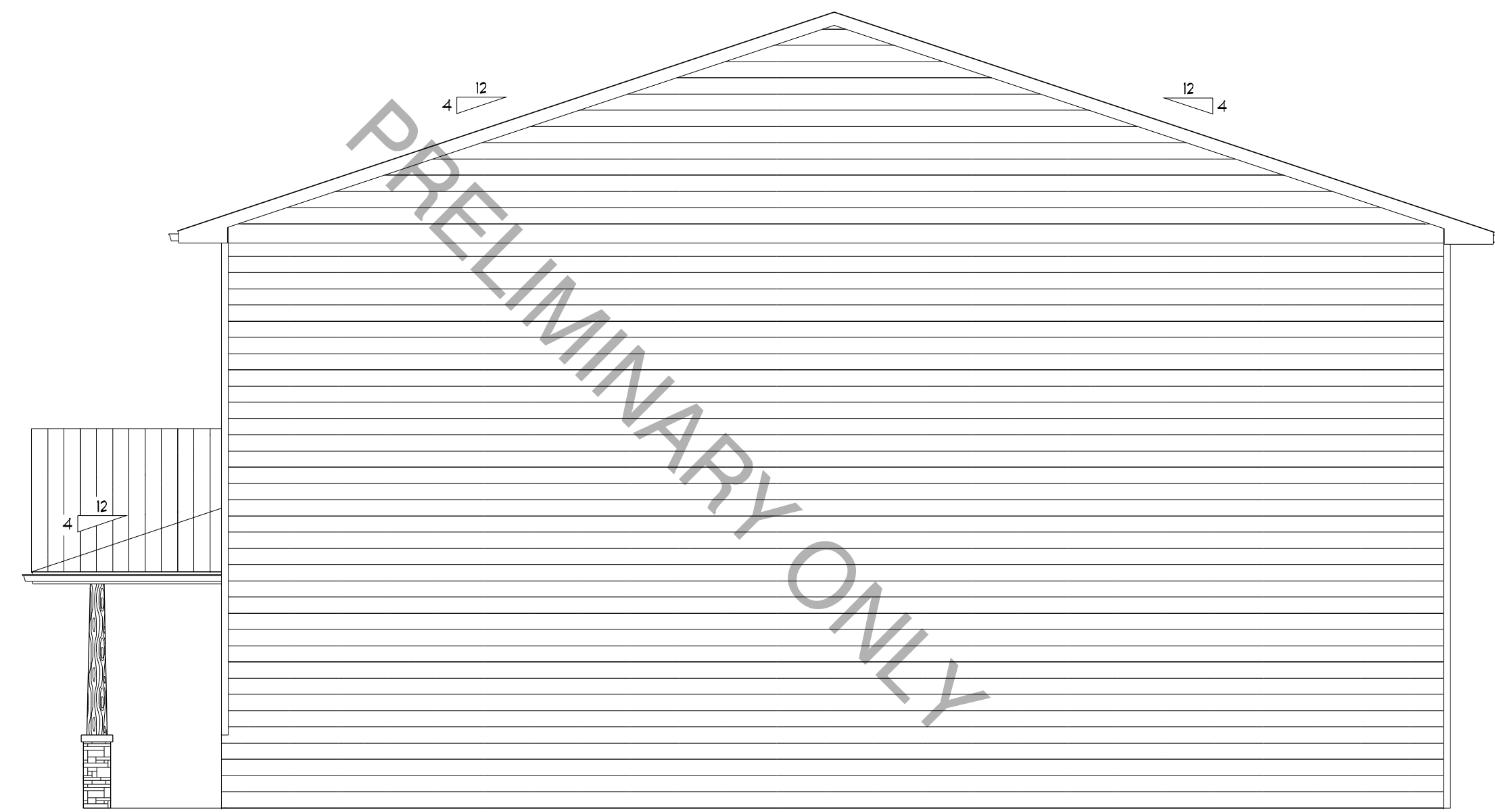




FRONT ELEVATION
SCALE: 3/16" = 1'-0"



LEFT ELEVATION
SCALE: 3/16" = 1'-0"



RIGHT ELEVATION
SCALE: 3/16" = 1'-0"



REAR ELEVATION
SCALE: 3/16" = 1'-0"

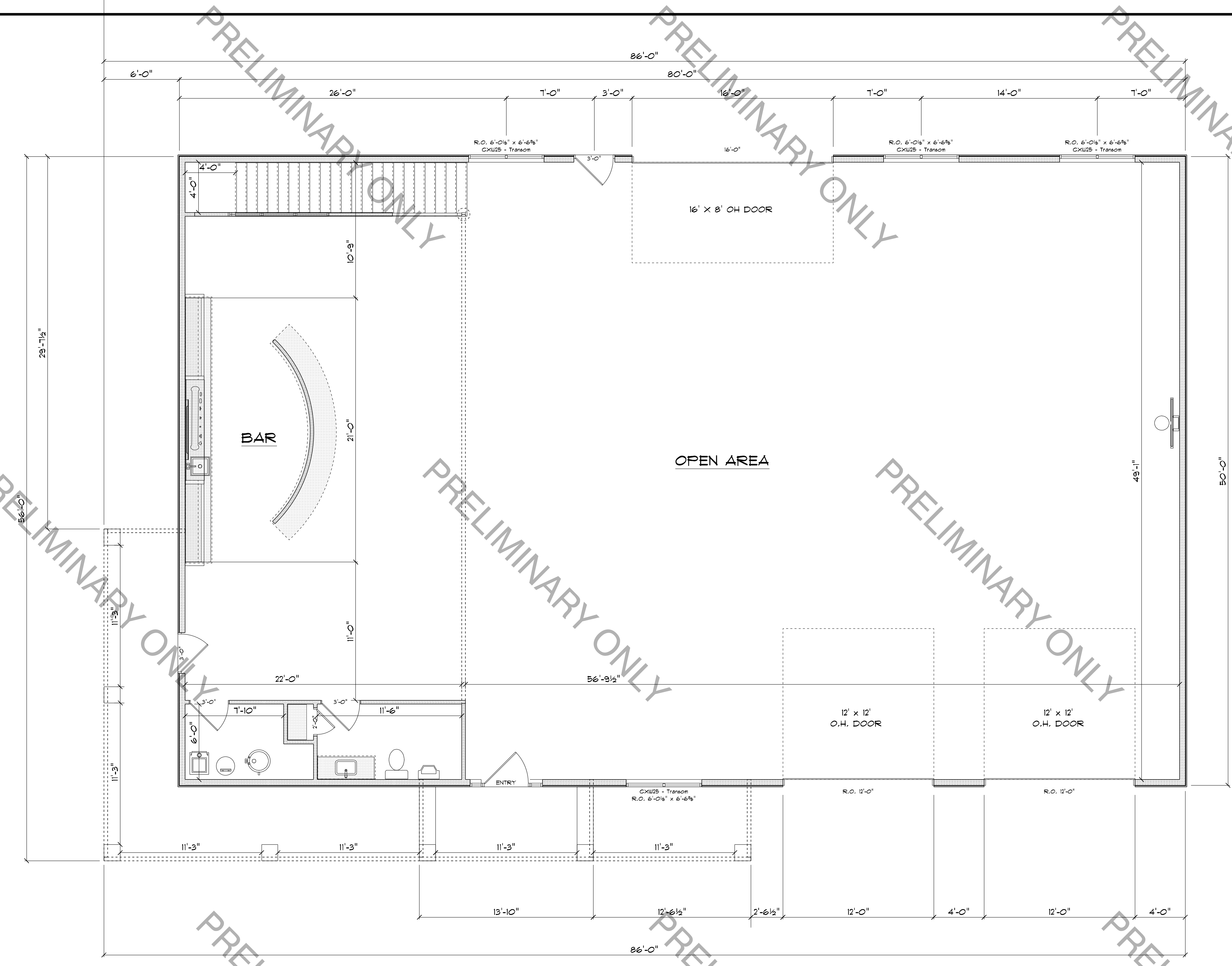
PLANS ARE FOR DESIGN PURPOSES ONLY AND ARE NOT INTENDED AS ARCHITECTURAL OR STRUCTURAL PLANS. ALL RESPONSIBILITY FOR STRUCTURAL INTEGRITY WILL LIE WITH THE PROJECT BUILDER. FLOOR PLANS ARE TO GIVE A GENERAL INDICATION OF THE PROPOSED LAYOUT AND DESIGN ONLY. IMAGES AND DIMENSIONS ARE NOT INTENDED TO FORM PART IN ANY CONTRACT OR WARRANTY. WHILE EVERY ATTEMPT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE FLOOR PLAN CONTAINED HERE, MEASUREMENTS OF DOORS, WINDOWS, ROOMS AND ANY OTHER ITEM ARE REPRESENTATIONAL AND NOT BASED ON ACTUAL SPECS, AND NO RESPONSIBILITY IS TAKEN FOR ANY ERROR, OMISSION, OR MISSTATEMENT. SAID ITEMS MAY CHANGE AS WORK PROGRESSES AND DO NOT NECESSARILY REPRESENT A TRUE AND ACCURATE DEPICTION OF THE FINISHED PRODUCT AND SPECIFICATION MAY VARY.

J BORGELT DESIGN
1620 AVENUE G
WISNER, NE 68791
PHONE: (402) 380-5797
EMAIL: JESSICA@JBORGELTDESIGN.COM



BEN CONOVER
ADDRESS:
ZIP:
PHONE:
EMAIL:

PRELIMINARY ONLY

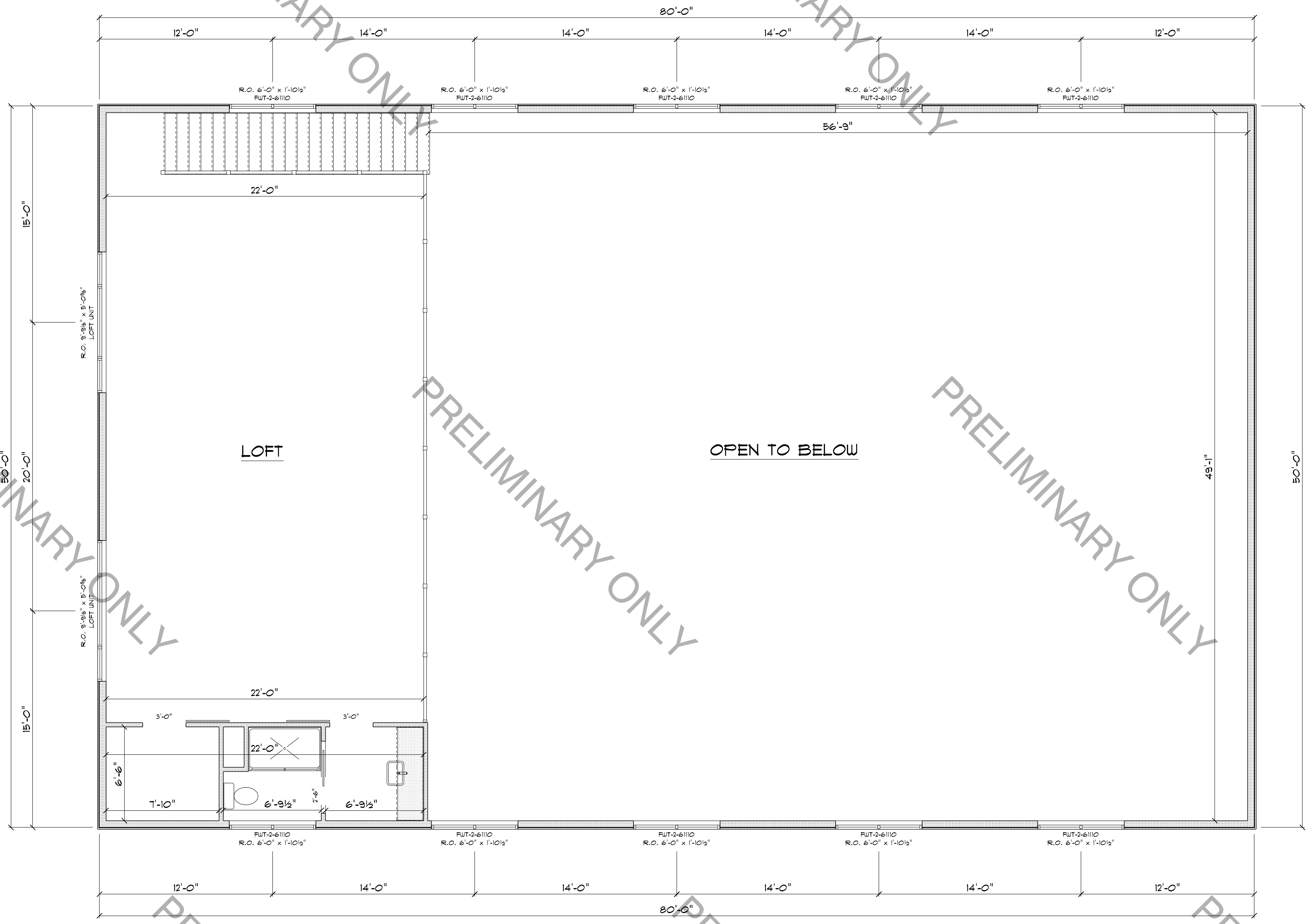


GROUND LEVEL
SCALE: 1/4" = 1'-0"

- NOTES:
- SLAB ON GRADE CONSTRUCTION
 - 24" SIDE WALLS
 - 14' MAIN FLOOR CEILING
 - 9' LOFT FLOOR CEILING

<p>BEN CONOVER</p> <p>ADDRESS: ZIP: PHONE: EMAIL:</p>	<p>J BORGELT DESIGN</p> <p>1620 AVENUE G WISNER, NE 68791 PHONE: (402) 380-5797 EMAIL: JESSICA@JBORGELTDESIGN.COM</p>	<p>SCALE: 1/4" = 1'-0"</p>	<p>PAGE: 2/3</p>
		<p>DRAWN BY: JESSICA</p>	<p>BUILDING LAYOUT</p>
<p>PLANS ARE FOR DESIGN PURPOSES ONLY AND ARE NOT INTENDED AS ARCHITECTURAL OR STRUCTURAL PLANS. ALL RESPONSIBILITY FOR STRUCTURAL INTEGRITY WILL LIE WITH THE PROJECT BUILDER. FLOOR PLANS ARE TO GIVE A GENERAL INDICATION OF THE PROPOSED LAYOUT AND DESIGN ONLY. IMAGES AND DIMENSIONS ARE NOT INTENDED TO FORM PART IN ANY CONTRACT OR WARRANTY. WHILE EVERY ATTEMPT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE FLOOR PLAN CONTAINED HERE, MEASUREMENTS OF DOORS, WINDOWS, ROOMS AND ANY OTHER ITEM ARE REPRESENTATIONAL AND NOT BASED ON ACTUAL SPECS, AND NO RESPONSIBILITY IS TAKEN FOR ANY ERROR, OMISSION, OR MISSTATEMENT. SAID ITEMS MAY CHANGE AS WORK PROGRESSES AND DO NOT NECESSARILY REPRESENT A TRUE AND ACCURATE DEPICTION OF THE FINISHED PRODUCT AND SPECIFICATION MAY VARY.</p>			

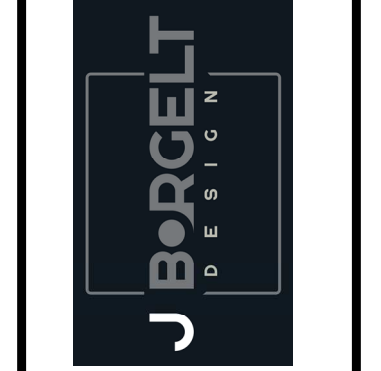
PRELIMINARY ONLY



LOFT LEVEL
SCALE: 1/4" = 1'-0"

PLANS ARE FOR DESIGN PURPOSES ONLY AND ARE NOT INTENDED AS ARCHITECTURAL OR STRUCTURAL PLANS. ALL RESPONSIBILITY FOR STRUCTURAL INTEGRITY WILL LIE WITH THE PROJECT BUILDER. FLOOR PLANS ARE TO GIVE A GENERAL INDICATION OF THE PROPOSED LAYOUT AND DESIGN ONLY. IMAGES AND DIMENSIONS ARE NOT INTENDED TO FORM PART IN ANY CONTRACT OR WARRANTY. WHILEST EVERY ATTEMPT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE FLOOR PLAN CONTAINED HERE, MEASUREMENTS OF DOORS, WINDOWS, ROOMS AND ANY OTHER ITEM ARE REPRESENTATIONAL AND NOT BASED ON ACTUAL SPECS, AND NO RESPONSIBILITY IS TAKEN FOR ANY ERROR, OMISSION, OR MISSTATEMENT. SAID ITEMS MAY CHANGE AS WORK PROGRESSES AND DO NOT NECESSARILY REPRESENT A TRUE AND ACCURATE DEPICTION OF THE FINISHED PRODUCT AND SPECIFICATION MAY VARY.

J BORGELT DESIGN
1620 AVENUE G
WISNER, NE 68791
PHONE: (402) 380-5797
EMAIL: JESSICA@JBORGELTDESIGN.COM



BEN CONOVER
ADDRESS:
ZIP:
PHONE:
EMAIL:

**Planning and Development
Building Services**

**CITY OF NORFOLK
Monthly Building Permit Report**

**Month
September, 2023**

Permits Issued	2023 September	2023 August	2022 September	This Fiscal YTD	Last Fiscal YTD	Variation % 2022 vs. 2023
BUILDING						
Number	66	44	63	497	520	-4.4%
Valuation	\$29,067,409.00	\$5,114,179.00	\$8,674,885.00	\$341,038,589.90	\$87,597,344.07	289.3%
Permit Fee	\$30,551.87	\$16,396.21	\$17,115.27	\$221,582.46	\$166,293.12	33.2%
ELECTRICAL						
Number	37	56	59	378	424	-10.8%
Permit Fee	\$6,329.50	\$10,583.50	\$4,500.00	\$326,345.50	\$67,371.00	384.4%
PLUMBING						
Number	19	19	12	172	161	6.8%
Permit Fee	\$7,636.14	\$1,891.12	\$1,124.41	\$37,291.95	\$20,403.29	82.8%
MECHANICAL						
Number	24	38	10	199	177	12.4%
Permit Fee	\$24,649.72	\$6,038.62	\$1,302.69	\$77,417.62	\$36,448.47	112.4%
WATER HEATER						
Number	3	8	10	93	89	4.5%
Permit Fee	\$100.50	\$268.00	\$320.00	\$3,190.00	\$2,847.00	12.0%
FIRE ALRM / SPR						
Number	1	3	1	37	44	-15.9%
Permit Fee	\$220.50	\$681.00	\$25.00	\$6,484.00	\$5,703.50	13.7%
WELL / SEPTIC						
Number		1		12	13	-7.7%
Permit Fee		\$25.00		\$300.00	\$325.00	-7.7%
FIRE PREVENTION						
Number	1			23	18	27.8%
Permit Fee	\$25.00			\$295.00	\$125.00	136.0%
TOTAL FEES:	\$69,513.23	\$35,883.45	\$24,387.37	\$672,906.53	\$299,516.38	124.7%

Nature of Building Permits	Last FYTD	Present FYTD	Number of Permits	Dwelling Units	Permit Fees	Valuation
Void					\$0.00	\$0.00
SFD	42 (42)	39 (39)	8	8	\$6,276.31	\$2,234,230.00
Duplex	2 (4)	21 (42)			\$0.00	\$0.00
MFD	14 (94)	2 (44)			\$0.00	\$0.00
Commercial			2	0	\$13,456.32	\$22,299,000.00
Industrial					\$0.00	\$0.00
Garages			1	0	\$142.80	\$25,000.00
Move & Demo			2	0	\$100.00	\$359,000.00
SFDA	4 (4)	12 (12)			\$0.00	\$0.00
Sign			18	0	\$630.00	\$70,027.00
Other			12	0	\$947.30	\$156,700.00
Alterations & Additions						
1 & 2 Family			20	0	\$1,118.10	\$212,450.00
Multi-Family					\$0.00	\$0.00
Commercial			3	0	\$7,881.04	\$3,711,002.00
Industrial					\$0.00	\$0.00
Total			66	8	\$30,551.87	\$29,067,409.00

Building Valuation

2023 Fiscal YTD	\$341,038,589.90
2022 Fiscal YTD	\$87,597,344.07
Contractor Registration	\$1,400.00

Building Official

NOTE: SFD's and SFDA's are to be added together for a total of single family dwelling units and valuation.