
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 6th day of September, 2023, beginning at 7:30 a.m.

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

Staff members present were: Valerie Grimes, City Planner; Adam Smith, Code Compliance Official; Lyle Lutt, Director of Administrative Services; Candice Alder, Economic Development Director; Randy Gates, Finance Officer; Mikah Wheeler, Economic Development Coordinator; Anna Allen, Assistant City Engineer; Steven Rames, City Engineer; Sarah Wortmann, Planning Commission Secretary; and Katelyn Palmer, Permits Technician.

Planning Commission Vice-Chair, Dirk Waite presided and the Planning Commission Secretary Katelyn Palmer digitally recorded the audio of the proceedings.

Vice-Chair Waite 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 Mason to approve the full agenda.

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

Commissioner Griffith moved, seconded by Commissioner Ronnfeldt to approve the August 22, 2023 meeting minutes.

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

Public Hearings

Public Hearing

Zoning Change – R-2 to R-3
922 S 4th St | JFT, INC.

Vice-Chair Waite opened the public hearing at 7:32 a.m. to consider a request from JFT, INC., for a zoning change from R-2 (One and Two Family Residential District) to R-3 (Multiple-Family Residential District) on property addressed as 922 S. 4th Street.

Stacy Sullivan, Applicant, explained that currently the property is zoned R-2 and was previously used for daycare, which went out of business. They are requesting the zone change for R-3, to turn the building into a triplex, which benefits cutting the traffic down and adding additional affordable housing for citizens.

Commissioner Waite questioned the off-street parking there. Sullivan confirmed that right now, the parking is all on-street, but there are plans for on and off-street parking on the property.

Valerie Grimes, City Planner, verified 2 parking spots are needed per unit for R-3, so 6 total for a triplex. Sullivan verified there will be parking on the West, South and East sides.

No one else spoke in favor or opposition of the request and Vice-Chair Waite closed the public hearing at 7:35 a.m.

Commissioner Ronnfeldt moved, seconded by Commissioner Mason to recommend approval of the zoning change from R-2 to R-3 on property addressed as 922 S. 4th Street.

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

Public Hearing

Conditional Use Permit – Landscaping contracting service
3705 S 13th St | Guaranteed Landscaping & Sprinklers, LLC

Vice-Chair Waite opened the public hearing at 7:36 a.m. to consider a request from Guaranteed Landscaping & Sprinklers, LLC, Nebraska limited liability company, for a Conditional Use Permit for landscape contracting services on property addressed as 3705 S. 13th Street.

Alex Weaver, Applicant, explained they've been located there for many years now and just want to continue business as usual. Weaver also reassured they just want to renew CUP as it is now.

No one else spoke in favor or opposition of the request and Vice-Chair Waite closed the public hearing at 7:38 a.m.

Commissioner Ronnfeldt asked if we've had any current complaints on the property. Valerie Grimes, City Planner, said we have gotten a complaint from a neighbor about weeds and a burn pile. According to their current CUP, one of the conditions is that they need to maintain the weeds and debris on property.

Weaver, Applicant, said the neighboring property and himself removed trees from both properties and put on his property. They have plans to burn them but haven't had adequate conditions to do so.

Commissioner Griffith moved, seconded by Commissioner Ronnfeldt to have City Staff prepare a Conditional Use Permit for discussion and action at the next regularly scheduled Planning Commission meeting for landscape contracting services on property addressed as 3705 S 13th St., as previously written.

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

Public Hearing
Wyndham Hills Area Study

Vice-Chair Waite opened the public hearing at 7:40 a.m. to consider the Wyndham Hills Area Study.

Jeffrey Ray, JEO Consulting Group, explained that this study was done under The Nebraska Community Development Law, which is for development and redevelopment.

Jeffrey Ray also explained that the study hits nearly all the criteria needed to be blighted and substandard. The average age of the buildings in the area are over 72 years old and 50% of the structures are defined as deteriorating or dilapidated. The summary page found on page 20 of the study indicates that 10 of the 12 blight criteria were met, and 2 of the 4 substandard criteria were met.

No one else spoke in favor or opposition of the request and Vice-Chair Waite closed the public hearing at 7:51 a.m.

Commissioner Ronnfeldt moved, seconded by Commissioner Griffith to recommend approval of the Wyndham Hills Area Study.

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

Other Business

2024-2033 Capital Improvement Program which includes the
2023-2028 One and Six Year Street Improvements Plan

Lyle Lutt, Director of Administrative Services, explained that a presentation to Planning Commission is required by State Statute and gave an overview of what the Capital Improvements Plan & One & Six Year Street Improvements Plan are:

- Ten year outlook of purchases in excess of \$50,000
- Adjusted annually throughout the budgeting process
- First five pages are General Fund, the rest is Enterprise Funds
- Depend heavily on division heads for input
- Factor in 4% increase for inflation

Commissioner Ronnfeldt moved, seconded by Commissioner Griffith to recommend approval of the 2024-2033 Capital Improvement Program which includes the 2023-2028 One and Six-Year Street Improvements Plan as presented.

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

There was no other discussion and Vice-Chair Waite declared the meeting adjourned at 8:14 a.m.



Katelyn Palmer, Norfolk Pro Tem Planning Commission Secretary



Dirk Waite, Norfolk Planning Commission Vice-Chair