
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 19th day of September, 2023, beginning at 7:30 a.m.

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

Staff members present were: Valerie Grimes, City Planner; 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 Kube to approve the full agenda.

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

Commissioner Griffith moved, seconded by Commissioner Ronnfeldt to approve the September 6, 2023 meeting minutes.

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

Resolution No. 2023PC-7
Conditional Use Permit – Landscape contracting services
3705 S 13th St | Guaranteed Landscaping & Sprinklers, LLC

Vice-Chair Waite read into record the terms of the Conditional Use Permit.

Commissioner Ronnfeldt moved, seconded by Commissioner Griffith to approve Resolution No. 2023PC-7 for a Conditional Use Permit for landscape contracting services on property addressed as 3705 S 13th St.

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

Public Hearings

Public Hearing

Conditional Use Permit – Watchman Permit
2001 S 1st St | Monroe Storage, LLC

Vice-Chair Waite opened the public hearing at 7:33 a.m. to consider a request from Monroe Storage, LLC, Nebraska limited liability company, for a Conditional Use Permit for a Watchman Permit on the property addressed as 2001 S. 1st Street.

Jennifer Legate, Applicant, explained that they are applying for a Watchman Permit for an employee to watch over storage outside, as well as concrete construction equipment. There was a Watchman permit previously on the dwelling but since it recently sold, that went away. Since they will have customer storage in the area, they want to house someone there to make sure nothing is stolen.

Commissioner Griffith asked if the employee residing there will be an employee of the storage facility or concrete company. Legate, Applicant, stated they will be there for mostly concrete equipment but can do storage company also. Commissioner Griffith also asked if this will be the primary site of the concrete company or if they operate out of a different location. Legate confirmed they operate out of Battle Creek but will also be operating out of this location; however, this will be mostly Monroe Storage.

Legate, Applicant, confirmed the Building Permit has been applied for and is in the process of being reviewed. Commissioner Waite asked if the Watchman Permit will be primarily for the storage units or concrete company. Legate stated it will be mostly for the outside storage, for Monroe Storage. Commissioner Waite asked if the Watchman Permit will be an employee of Monroe Storage. Legate confirmed that they can be.

Legate said eventually they won't need the Watchman Permit, as they plan to build storage units up to the house, and it will be removed from the property.

City Planner, Valerie Grimes, stated that the Watchman Permit will need to be an employee of the Applicant, which is Monroe Storage LLC. Commissioner Waite reassured Legate that the employee living there will need to be an employee of Monroe Storage.

William Bernstrauch, 107 W Monroe Ave, questioned the zoning there. After City Planner, Valerie Grimes confirmed it's zoned I-1 and has been for at least 8 years, Bernstrauch expressed frustration with his property. He was concerned about when his property is going to be rezoned, and that his neighborhood is going downhill with people coming and going.

No one else spoke in favor or opposition of the request and Vice-Chair Waite closed the public hearing at 8:01 a.m.

Commissioner Griffith spoke concern about approving the Watchman Permit before the storage facility was up and running. Commissioner Kube confirmed that without the Watchman Permit, no one is allowed to live in the residence.


Commissioner Kube moved, seconded by Commissioner Franklin to postpone having 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., until November 7th, 2023.

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

Other Business

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

There was no other discussion and Vice-Chair Waite declared the meeting adjourned at 8:18 a.m.



Katelyn Palmer, Norfolk Pro Tem Planning Commission Secretary



Dirk Waite, Norfolk Planning Commission Vice-Chair