



# CRETE, NEBRASKA

Zoning/Subdivision  
Regulations





September 16, 2025

City of Crete  
Attn: Tom Ourada, City Administrator  
243 East 13<sup>th</sup> Street  
Crete, NE 68333

Subject: Proposal for Zoning Ordinance & Subdivision Regulations Update

Dear Tom,

I am pleased to submit this proposal on behalf of Marvin Planning Consultants to assist the City of Crete for the comprehensive review and update of its Zoning Ordinance and Subdivision Regulations. As a firm with extensive experience in land use planning, zoning code revisions, and regulatory modernization, we are excited about the opportunity to work with the City of Crete.

Our team brings solid knowledge and understanding of the Nebraska Revised State Statutes, Nebraska and Federal case law. In addition, we have an established process for engaging the many stakeholders and users of the City's zoning and subdivision regulations. With a deep understanding of Nebraska land use laws and best practices, we are committed to ensuring that the updated regulations are clear, functional, and responsive to Crete's ongoing growth and development.

In this proposal, we outline a strategic approach that prioritizes efficient document organization, modernization of zoning definitions, streamlined development procedures, and enhanced usability for both city officials and the public. We also emphasize innovative zoning solutions that align with Crete's evolving needs while maintaining its unique small-town atmosphere.

We welcome the opportunity to further discuss how our team can help the City of Crete achieve its regulatory goals. Thank you for your consideration, and we look forward to the possibility of collaborating on this important initiative.

Sincerely,

Keith A. Marvin AICP  
President  
Marvin Planning Consultants, Inc.

**Contact Person**

Keith Marvin  
kmarvin@marvinplanning.com

**Corporate Organization**

Sub-Chapter S Corporation

**Company Founded**

June 2009

**Incorporated**

August 2015

**Marvin Planning Consultants, Inc.**

382 North 4th Street  
P.O. Box 410  
David City, NE 68632  
402.367.5031  
402.606.6405



## Office Location

P.O. Box 410  
David City, NE 68632  
P: 402.367.5031  
C: 402.606.6405  
kmarvin@marvinplanning.com

**Corporate Organization**  
Sub-Chapter S Corporation

## Company Founded

June 2009 as a sole-proprietorship

Company incorporated in August  
2015

# Marvin Planning Consultants, Inc.

Marvin Planning Consultants is a community planning firm organized for the purpose of providing cost-effective, common sense, yet Innovative planning solutions to communities and counties.

Marvin Planning Consultants brings nearly 80 years of combined planning experience in community and regional planning with communities similar to Crete, NE.

MPC includes a staff of three community planners, including Keith Marvin AICP. Keith has been working in counties and communities in the Midwest since 1992. This experience includes nearly 200 communities and 80 counties in eleven states.

## Know More About the Work That We Do in

# PLANNING AND ZONING

- ✘ Comprehensive Plan
- ✘ Zoning Ordinances
- ✘ Subdivision Regulations
- ✘ Downtown Studies
- ✘ Housing Studies
- ✘ Blight and Substandard Studies
- ✘ Annexation Plans
- ✘ Economic Studies
- ✘ Planning Commissioner Training
- ✘ Zoning Assistance
- ✘ Historic Preservation Studies
- ✘ Facilitation
- ✘ Expert Witness



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For Illustrative Purposes Only



## Our Guarantee



Our community and county planning and zoning services are amendable to entities of all sizes nationwide. We have a highly-experienced team that is ready to assist you with high-quality service and results with any given project.

The Marvin Planning Consultants, Inc. team believes in building long-lasting working relationships with our clients. We believe in maintaining open communication with our clients even after the project is over.

This allows us to provide a more holistic and personal level of service which in turning has given us a high-rate of repeat clients.



"Keith is a highly experienced planner who provides his municipal clients with well thought out, innovative, and creative plans and implementation strategies. His body of work speaks for itself and I would not think twice about hiring him again in the future."

- Michael Johnson AICP  
Former Director of Planning and Building  
Norwalk, Iowa

# Regional and State Awards

MPC Staff have been involved in award winning projects since 1999



Burwell, NE  
Comprehensive Plan  
2025 Vernon Deines Merit Award  
Outstanding Small Town Or Rural Plan - Small Jurisdiction



Burwell, NE  
Comprehensive Plan  
2025 Daniel Burnham Award for a Comprehensive Plan



Ellis County, KS  
Comprehensive Plan  
2022 Award of Merit Comprehensive Plan - Small Jurisdiction



Hamilton County, NE  
Comprehensive Plan  
2020 Best Practices



North Platte/Lincoln County  
Housing Needs Assessment  
2019 Best Practices



Cozad, NE  
Comprehensive Plan  
2017 Daniel Burnham Award for a Comprehensive Plan



Grand Island, NE  
Downtown Revitalization Plan  
2017 Implementation



Dubuque, IA  
Unified Development Code  
2010 Best Practices



Gretna, NE  
Comprehensive Plan  
2010 Best Practices



Woodbury County, IA  
Comprehensive Plan  
2003 Outstanding Planning Award



La Vista, NE  
Zoning Regulations  
2002 NPZA Community Development Award



Cass County, NE  
Comprehensive Plan  
1999 Sheldon D. Gerber Merit Award for Excellence in Environmental Planning

**MPC** is a FULL Service Planning Firm  
PLANNING IS ALL WE DO!



*Nearly 60% of MPC's current workload is repeat business*

*Marvin Planning Consultants' operating philosophy centers on not just working for clients but building relationships with our clients*



MPC has built **SOLID** relationships with key partners capable of delivering quality Planning Solutions!



# KEITH MARVIN, AICP

**PRESIDENT/PROJECT MANAGER**

TOTAL EXPERIENCE: 35 YEARS

## EDUCATION:

Masters of Community/Regional Planning

-University Of Nebraska-Lincoln

Bachelor's of Science in Architectural Science

-University of Nebraska-Lincoln

Professional Certifications

-American Institute of Certified Planners

## HONORS AND AWARDS:

Mitsuo Kawamoto Excellence in Planning Awards

- Nebraska Planning and Zoning Association 2006

## MEMBERSHIPS:

American Planning Association

- National
- Nebraska Chapter
- Iowa Chapter
- Kansas Chapter
- Oklahoma Chapter
- Small Town and Rural Planning Division
- County Planning Division
- Sustainability Division
- Housing and Community Development Division
- Hazards Division
- Private Practice Division

American Institute of Certified Planners (AICP)

Nebraska Planning and Zoning Association

Former Chapter President

David City, City Council Member

David City, NE Planning Commission (31 Years)

- Previous Member

## QUALIFICATIONS

Keith has been involved professionally in community planning since 1992. His experience includes all facets of planning, including public participation, land use, historic preservation, and economic development. Keith has been involved with projects in communities and counties ranging from 48 people to over 400,000. His experience includes the states of Nebraska, Kansas, Iowa, Missouri, Indiana, Michigan, and Illinois.

Keith believes the best plans and regulations are those developed through a partnership between the consulting team and the city. Plans must be supported locally by the residents and staff in order for them to be truly implemented. Implementing the community's vision is the only way a plan is ever successful.

## WORK HISTORY

2009 - Current Marvin Planning Consultants, Inc.

President/Community Planner

## RELEVANT PROJECT EXPERIENCE

- Gretna, NE - Zoning/Subdivision Update 2026
- Hickman, NE - Comprehensive Plan/Zoning Regulations
- North Platte, NE - Comprehensive Plan/Zoning Regulations
- Grand Island, NE - Comprehensive Plan/Zoning Regulations
- Gretna, NE - Comprehensive Plan/Zoning Regulations\*
- Gretna, NE - Zoning Assistance
- Gretna, NE - Gretna Corridor Master Plan
- Charles City, IA - Unified Development Code
- Dubuque, IA - Unified Development Code\*
- Wichita, KS - Delano Neighborhood Overlay District / College Hill Neighborhood Overlay District
- Burwell, NE - Comprehensive Plan/Zoning Regulations
- Alda, NE - Comprehensive Plan/Zoning Regulations
- Doniphan, NE - Comprehensive Plan/Zoning Regulations
- Clarks, NE - Comprehensive Plan/Zoning Regulations
- Bennet, NE - Comprehensive Plan/Zoning Regulations
- Henderson, NE - Comprehensive Plan/Zoning Regulations 2010 & 2022
- Humphrey, NE - Comprehensive Plan/Zoning Regulations
- Humphrey, NE - Annexation Study
- Dorchester, NE - Comprehensive Plan/Zoning Regulations
- Dorchester, NE - Blight and Substandard Study
- Falls City, NE - Comprehensive Plan/Zoning Regulations
- Falls City, NE - Blight and Substandard Study
- Falls City, NE - Housing Study
- Loup City, NE - Zoning Regulations
- Loup City, NE - Housing Needs Assessment Study
- Loup City, NE - Board of Adjustment Training
- Loup City, NE - Zoning Assistance
- Loup City, NE - Downtown Master Plan

\* Indicates work completed while employed by another firm.



# JOHN SHEPARD, AICP

## SENIOR COMMUNITY PLANNER

TOTAL EXPERIENCE: 34 YEARS

### EDUCATION:

Master of Urban and Regional Planning  
 -University of Colorado at Denver  
 Bachelor of Arts in Urban Planning  
 -University of Illinois at Urbana-Champaign  
 FEMA Coursework  
 -Managing Floodplain Development Through the National Flood Insurance Program

### HONORS AND AWARDS:

APA STaR - Communications Effort for a Large Division  
 -APA Divisions Council, 2016  
 Nobles County, MN Multi-Jurisdictional Local Water Management Plan  
 -National Association of Development Organization (NADO)  
 -Association of Minnesota Counties (AMC) Innovation Award

### MEMBERSHIPS:

American Planning Association  
 -National  
 -Nebraska Chapter  
 -Colorado Chapter  
 -Small Town and Rural Planning Division (Vice Chair)  
 American Institute of Certified Planning (AICP)

## QUALIFICATIONS

John is a development professional with management experience across diverse communities, helping community leaders build great places to live, work, and thrive since 1994. His community planning experience includes land use, community & economic development, entrepreneurship, downtown development, renewable energy, natural resources and conservation, hazard mitigation, and public policy. His professional experience includes the states of Minnesota, North Dakota, Montana, Wyoming, Colorado, New Mexico, and Nebraska.

## WORK HISTORY

Sept. 2022 - Current	Marvin Planning Consultants, Inc. Community Planning
2020 - 2022	Consensus Planning, Inc. Albuquerque, NM; Senior Planner
2015 - 2019	Archuleta County Pagosa Springs, CO; Planning Manager
2014 - 2015	City of Farmington Farmington, NM; Long Range Planner
2012 - 2014	Laramie County Cheyenne, WY; Senior Planner
2005 - 2012	Southwest Regional Development Com. Slayton, MN; Development Planner

## RELEVANT PROJECT EXPERIENCE

- Kimball, NE - Comprehensive Plan/Zoning Regulations
- Grand Island, NE - Comprehensive Plan/Zoning Regulations
- Hastings, NE - Comprehensive Plan/Zoning Regulations
- Hebron, NE - Comprehensive Plan/Zoning Regulations
- Burwell, NE - Comprehensive Plan/Zoning Regulations
- Thayer County Communities, NE - Comprehensive Plan/Zoning Regulations
- Town of Bernalillo, NM - Comprehensive Plan\*
- City of Ruidoso Downs, NM - Comprehensive Plan\*
- City of Aztec, NM - Comprehensive Plan\*
- City of Raton, NM - Comprehensive Plan\*
- Archuleta County, CO - Comprehensive Plan/Land Use Regulations\*
- City of Pipestone, MN - Comprehensive Plan\*
- City of Worthington, MN - Airport Zoning Ordinance Update\*

\* Indicates work completed while employed by another firm.



# STACEY GROSHONG

**SENIOR COMMUNITY PLANNER |  
DESIGN**

TOTAL EXPERIENCE: 16 YEARS

## EDUCATION:

Masters of Community/Regional Planning  
-University of Nebraska-Lincoln

Masters of Architecture  
-University of Nebraska-Lincoln

Bachelors of Science in Design-Architecture,  
Emphasis is Landscape Architecture  
-University of Nebraska-Lincoln

Professional Certifications  
-LEED Associated Professional

## HONORS AND AWARDS

NPZA's 2020 Loretta Ludemann Award  
APA Chapter President's Council 2020  
Leadership Award  
Tau Sigma Delta Bronze Medal  
APA Nebraska's Outstanding Student Award

## MEMBERSHIP

American Planning Association

- National
- Nebraska Chapter (former Vice President and Professional Development Officer)

Nebraska Planning and Zoning Association  
(Conference Coordinator)

Nebraska Historic Preservation Board (Board Member)

Preservation Association of Lincoln (Board Member)

## QUALIFICATIONS

Stacey is an experienced community planner with extensive expertise in Urban Design and Historic Preservation. She spent over a decade in an urban planning department—reviewing public and private development proposals, administering Historic Preservation programs, and developing and implementing long range plans. She has a deep understanding of the codes, regulations, and funding mechanisms available to encourage quality site and building design. Stacey believes that placemaking is essential for fostering community pride and togetherness in all communities.

## WORK HISTORY

February 2025 - Current **Marvin Planning Consultants, Inc.**  
Community Planning

11/2022 - 10/2024 The Schemmer Associates, Lincoln, NE,  
Designer (Architecture)

01/2012 - 11/2022 Lincoln/Lancaster County Planning  
Department, Lincoln, NE, Urban Design and Historic  
Preservation Planner

06/2010 - 09/2011 Peters and Associates, Omaha, NE,  
Designer (Architecture) and Community Planner

## RELEVANT PROJECT EXPERIENCE

- Greeley County, NE – Comprehensive Plan
- Wheeler County, NE – Comprehensive Plan
- Polk County, NE – Comprehensive Plan
- Logan County, NE – Comprehensive Plan
- Lincoln, NE – Cornhusker Area Blight Study
- Lincoln-Lancaster County, NE - PlanForward 2050 Comprehensive Plan\*
- Lincoln, NE – South Haymarket Neighborhood Plan\*
- Lincoln, NE – reFORM Zoning Amendments/Commercial Design Standards\*
- Bennet & Hallam, NE – Lighter, Quicker, Cheaper projects\*
- Lincoln, NE – Eastridge Historic District, National Register designation\*
- Lincoln, NE – Wesleyan Hospital, Local landmark and National Register designation, Tax Credit rehabilitation\*
- Lincoln, NE – Strode (Willys Knight) Building, Local landmark and National Register designation, Tax Credit rehabilitation\*
- Lincoln, NE – Basket Store No. 8 (Yakel Grocery), Local landmark designation\*
- Lincoln, NE – Luckey/Pelican House, Local landmark designation\*
- Lancaster County, NE – Burgess House, Local landmark designation\*
- Lincoln, NE – Amel H. Koop House, National Register designation\*
- Lincoln, NE – Antelope Park Zoo Aviary (Ager Building), Local landmark designation\*

\*indicates worked on while with another employer



# MASON HERRMAN

**COMMUNITY PLANNER**

TOTAL EXPERIENCE: 4 YEARS

## EDUCATION:

Masters Regional & Community Planning 2019  
-Kansas State University

## MEMBERSHIPS:

American Planning Association

- National
- Nebraska Chapter

## QUALIFICATIONS

Mr. Herrman graduated with his Masters in Regional Community Planning from Kansas State University in 2019. Mason will assist on all aspects of the project including GIS mapping and community engagement. Mr. Herrman also has experience working with multiple funding agencies including the Community Development Block Grant program and is recently certified through the Department of Economic Development.

## WORK HISTORY

June 2021 - Current	Marvin Planning Consultants, Inc. Community Planning
06/2019 - 06/2021	Miller and Associates Kearney, NE Planning Assistant/Grant Administrator
01/2018 - 07/2018	Unified Government of Wyandotte County/Kansas City, KS Intern

## RELEVANT PROJECT EXPERIENCE

- Hickman, NE - Comprehensive Plan/Zoning Updates
- Grand Island, NE - Comprehensive Plan/Zoning Updates
- Hastings, NE - Comprehensive Plan/Zoning Updates
- Charles City, IA - Unified Development Ordinance
- Kimball, NE - Comprehensive Plan/Zoning Regulations
- Gretna, NE - Gretna Crossing Corridor Study
- Gretna, NE - Zoning Assistance
- Gretna, NE - Annexation
- Weeping Water, NE - Comprehensive Plan/Zoning Updates
- Burwell, NE - Comprehensive Plan/Zoning Updates
- Bennet, NE - Comprehensive Plan/Zoning Updates
- Kimball, NE - Housing Needs Update
- Kimball, NE - Blight/Substandard Study
- Harvey County, KS - Comprehensive Plan
- Clay County, Kansas - Comprehensive Plan
- Ellsworth County, Kansas - Comprehensive Plan
- Lincoln County, Kansas - Comprehensive Plan
- Saunders County, NE - Comprehensive Plan
- Sabetha, KS - Zoning Updates
- Loup City, Nebraska - Downtown Revitalization Plan\*
- Loup City, Nebraska - Housing Needs Assessment

\* Indicates work completed while employed by another firm.



## DAVID H. PTAK

### LEGAL COUNSEL

TOTAL EXPERIENCE: 50 YEARS

#### EDUCATION:

Juris Doctor (Law Degree)  
-University of Nebraska - 1975

Bachelor of Arts, Business Administrator  
-Hastings College - 1972 (cum laude)

#### MEMBERSHIPS/AFFILIATIONS

- Adams County Bar Association
- Madison County Bar Association
- Nebraska Bar Association
- American Bar Association
- Nebraska Planning and Zoning Association (President 1998-2008)
- Former Member of City of Norfolk, NE - Board of Adjustment (Chair)

#### HONORS

- NPZA day long session name in honor of David:
  - The David H. Ptak Session on Legal Issues
- NE APA Planning Advocate Award name in honor of David:
  - The Charleston-Ptak Award for Planning Advocacy
- Mitsuo Kawamoto Excellence in Planning Award
  - Nebraska Planning and Zoning Association (2 Time Winner)

#### QUALIFICATIONS

David brings 50 years of legal experience to the project. Dave's experience ranges from private practice, to working in a county attorney's office, to being the City Attorney for Norfolk and later Hastings. He has also been the City Administrator for the City of Hastings. Dave recently worked as the Interim City Administrator for the City of Valley.

Some of Dave's background includes the special issues of Adult Entertainment Regulations, Property Maintenance Code, Planning Commission procedures, Board of Adjustment procedures, Sign Codes, and more.

Dave and Keith have collaborated on planning and zoning projects since 1998. The two have worked well together in devising different approaches to zoning when needed. In addition, Dave has been an annual speaker at the Nebraska Annual Planning Conference for over 40 years focusing on the legal aspects of planning and zoning in Nebraska.

Dave is currently semi-retired and is under retainer to Marvin Planning Consultants. He has been assisting our planning staff for the past three years under that capacity. His duties includes answering on-call questions from our staff as well as some of our clients. He also has worked on specific projects regarding specific legalities of certain topics and approaches.

#### SOME RELEVANT PROJECT EXPERIENCE

- Hickman, NE | Zoning regulations
- Valley, NE | Zoning regulations
- North Platte, NE | Zoning and Subdivision Regulations
- Grand Island, NE | Zoning regulations
- Loup City, NE | Zoning regulations
- Saunders Co. NE | Zoning regulations
- Otoe Co. NE | Comprehensive Plan / Zoning regulations
- Thayer Co. NE | Zoning regulations
- Furnas Co. NE | Zoning regulations
- Red Willow Co. NE | Solar Regulations
- Otoe Co. NE | Zoning regulations

# Project Approach

Crete's new zoning and subdivision ordinances need to address the current needs of the community and need to be capable of addressing future growth in a manner that guides new development in the direction envisioned by the recently adopted plan. MPC has put together a team of planners skilled in authoring relevant and common-sense regulations for communities.

The new zoning regulations need to be based upon an understanding of what is currently working and not working, as well as new land use issues which may not be currently addressed in the code. This is understood by evaluating the existing code for shortcomings as well as talking to members of the development community. In addition, a complete examination of variances granted in the past will lead the team to solid understanding of items which are not currently working.

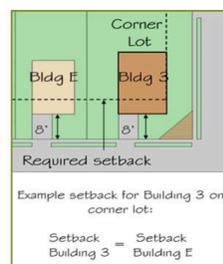
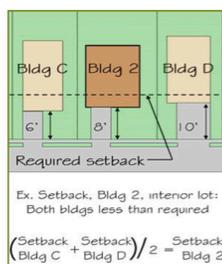
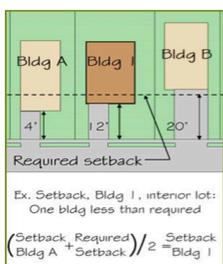
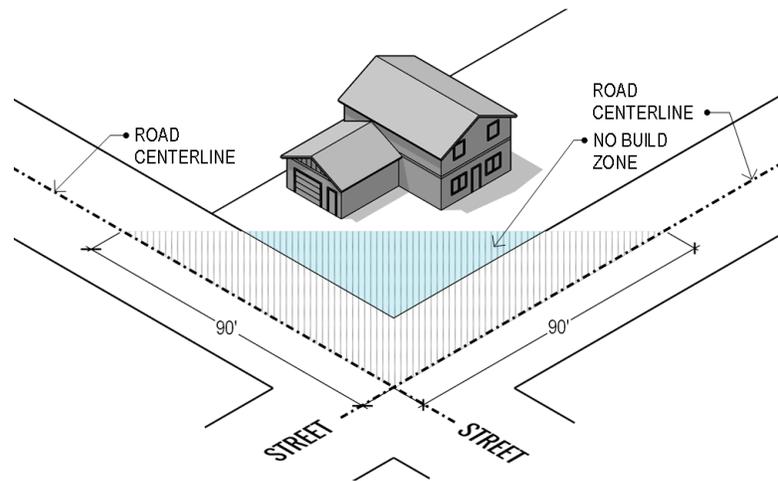
## Key issues

Key issues that need to be incorporated within the new regulations include, but are not limited to:

- Development of new zoning and subdivision ordinances that continue to mix traditional techniques with design guidelines;
- The new zoning ordinance will need to incorporate key development and redevelopment standards tailored for specific parts of Crete;
- Contain a user-friendly format allowing the development community and general population to easily get answers;
- Well illustrated regulations to minimize the need for interpretations by the public and staff;
- Updated definitions addressing newer uses as well as providing more clarity for existing terms;
- Incorporate and implement specific policies and objectives identified within the comprehensive development plan, adopted in 2025;

- Provide for specific ways to encourage and implement additional urban streetscape standards, mixed-use development, big box standards, and flexible site development capabilities.
- Development standards addressing access management, grading, excavation, erosion control, and traffic and stormwater runoff.
- Update to key design standards such as signs, parking, telecommunication towers, accessory uses, landscaping, outdoor storage, lighting controls; and
- Updates to specific regulations so they comply with state and federal requirements as well as recent case law within Nebraska and other states, which may be relevant to Crete.

Use Category	Use Type	TA-1	RE	R-1	R-2	R-3	RO	RM	MU	C-1	C-2	I-1	I-2	Additional Requirements
Residential/Commercial	Adult care homes	P	P	P	P	P	P	P	-	P	P	-	-	
	Assisted Living Facilities	P	P	P	P	P	P	C	C	C	C	-	-	
	Bed and Breakfast	P	P	C	C	-	-	-	-	-	-	-	-	See Section
	Convents	P	P	C	C	-	-	-	-	-	-	-	-	
	Emergency Residential Services/Shelters	P	P	P	P	P	P	P	P	P	C	-	-	
	Group Care Home	P	P	P	P	P	P	P	P	P	P	P	P	
	Group Home	P	P	P	P	P	P	P	P	P	P	-	P	P



# Project Approach



## **MPC Team and the City of Crete**

The MPC team is comprised of skilled and talented professionals accomplished in their fields. In addition, our team has a strong understanding of the importance of giving our clients more than expected. The professionals on this team will work directly with city staff and the members of various commissions and committees to develop and provide new zoning and subdivision ordinances exceeding expectations.

## **Committee/Public Participation**

A key aspect to this project is a strong public participation process with a specific focus on those users of the regulations. The overall public participation process will take place throughout the process.

The public participation process will need to be a combination of traditional techniques combined with the use of digital approaches. The traditional techniques will include focus group meetings with specific groups, stakeholders/users and organizations.

The initial phase will consist of collecting input from the public/users on key needs and issues with certain aspects of the different existing code elements.

Other approaches which are anticipated include: Imaging survey, basic survey asking residents opinions on various images of the community and usability of the current regulations.

## **Project Approach**

The project approach to the zoning and subdivision ordinance update will occur in two different phases. These phases include:

1. Current zoning and subdivision regulations diagnosis/recommendations
2. Public outreach
3. Construction of new regulations
4. Staff training and testing



# Project Approach

## Current zoning and subdivision regulation diagnosis

The goal of the zoning and subdivision regulations diagnosis phase is to develop and determine a direction to follow in constructing a new zoning ordinance.

The background zoning and subdivision regulation diagnosis phase of the proposed project is critical to a successful final set of regulations. This phase will examine closely the following items within Crete's development ordinances:

- Complete review of the new comprehensive plan, including identification of key issues needing to be codified in the new zoning regulations;
- Review of the existing neighborhood, corridor and districts for special needs;
- Text and layout of the existing zoning ordinances and the ease of use by the city, developers, and general public;
- Type of uses within the current zoning ordinance;
- Number and need for the different districts and sections within the current ordinance;
- Specific regulations including the parking and updating sign codes to meet current federal regulations;
- Existing design and engineering standards within and outside the current zoning ordinance used in the development process;
- Different procedures required within the zoning ordinance; and
- Other documents and ordinances as needed to make a positive impact on the new regulations.

From the zoning and subdivision regulation diagnosis, MPC's planning team will develop an outline of items to keep and items that should be updated and/or removed. During this process the consulting team will be in close communication with city staff via email, video conferencing, phone conversations and face to face meetings.

## Public Outreach

During the zoning and subdivision regulation diagnosis phase, MPC will conduct meetings with city staff, realtors and developers to determine how easy the regulations are to use, and what seems to be working and what is not working within the ordinances.

## Construction of New Regulations

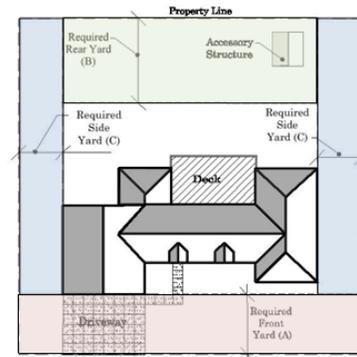
The final phase of the process includes assembling all of the analysis, public input and staff input into a new set of regulations to guide Crete into the

future. MPC has undertaken this process with all of our past and present clients. The format developed for the new ordinance are and will be user-friendly

MPC (Keith) and other team members have worked with numerous land use and zoning issues throughout other Nebraska communities such as: Hickman, Grand Island, Hastings, North Platte, and Kimball. The team members strive to continuously update regulations to fit with current trends and the evolving legalities surrounding zoning specific issues. In addition, our experience provides a research foundation from which new approaches can be developed addressing the specific needs of a client.

The scope of services and the proposed timeline will provide more detail on these three phases.

Uses	Residential dwelling	Other Permitted Uses	Conditional Uses	Accessory Uses
<b>Property Requirements</b>				
Frontage (feet)	200	200	200	200
Lot Area (acres)	3	20	5	1
Lot Width (feet)	500	500	500	-
Maximum Coverage* / Impervious Area (%)	-	-	-	-
<b>Bulk Regulations</b>				
A Front Yard Setback**	50	50	50	70
B Rear Yard Setback***	25	25	25	10
C Side Yard Setback****	25	25	25	25
Street Side Yard	-	-	-	-
Max. Height (feet)	35	45	45	35



**Footnotes**  
 \* Percentage applies to the buildable area of the lot.  
 \*\* Front yard setback shall be 83 feet from the centerline of a County Road or shall be 50 feet when abutting any other platted street, road or highway.  
 \*\*\* Rear yard setback shall be 83 feet from the centerline of a County Road or shall be 50 feet abutting any other platted street, road or highway or interior property line.  
 \*\*\*\* Side yard setback shall be 53 feet from the centerline of a County Road or shall be 20 feet when abutting any other platted street, road, or highway or interior property line.

# Scope of Services

## Scope of Services

The following work items have been developed in response to the request for proposal by the City of Crete, Nebraska. The following structure does not imply the work will be completed in a specific chronological order.

### Phase I: Zoning and Subdivision Regulation Diagnosis

- Collect existing documents, regulations, and standards pertaining to the update of the zoning ordinances.
- Conduct analysis of the regulations and standards guiding development in the City of Crete.
- Analyze and inventory the City of Crete's existing development patterns to identify opportunities for revising the existing zoning regulations as well as other key sections such as sign regulations.
- Develop outline of specific issues (positive and negative) identified within the existing regulations.
- Evaluate past Board of Adjustment and Planning Commission cases to determine opportunities for revisions to the future regulations.
- Conduct analysis of all other existing development elements such as sign regulations, parking and landscaping and others.
- Review options for design review process, standards, and guidelines screening, setbacks, and visual impact of commercial and industrial developments, particularly for outdoor storage.
- Meet with city staff to discuss specific findings of the research and analysis.
- Meet with Steering Committee to present and discuss outline.
- Develop report of research and findings.

#### Results:

1. Compile existing documents, regulations and standards regarding the zoning and subdivision regulations.
2. Completed background research/analysis of existing regulations.
3. Completed outline of findings.
4. Completed report of research findings.
5. One meeting with city staff members.
6. One meeting with Steering Committee.

### Phase II: Public Outreach

A. In conjunction with Phase I, MPC's team will meet with key users of the Code, including:

- Staff
- Realtors
- Developers
- Economic development staff
- Any others determined to be critical

B. Facilitate regular meetings with City staff (every three weeks) to discuss progress and gather feedback.

These meetings will be via in-person interviews/focus groups. The meetings will be done via in person or Teams/Zoom formats depending upon availability of team members and interviewees.

### Phase III: Construction of new Regulations

- Use findings from Phase I and Phase II to begin development of new zoning ordinance.
- Develop a working outline for this phase of the project with input from the Steering Committee listing the pertinent sections and scope of their coverage.
- Develop drafts of specific sections of the new regulations, including graphics and illustrations, based on analysis.
- Reorganize zoning regulations to improve readability and usability.
- Modernize definitions, terminology, and regulatory structure for consistency.
- Update zoning district standards, including setbacks, height, coverage, and land use classifications.
- Review and revise lists of permitted, conditional, and accessory uses, presenting them in an accessible table format.
- Strengthen conditional use permit criteria to ensure proper land use compatibility.
- Introduce new provisions, such as parking maximums and accessory dwelling unit (ADU) regulations.
- Meet with Steering Committee to review and discuss specifics of drafts.
- Develop new zoning map to reflect new districts and district layouts.
- Meet with Steering Committee to present and review draft regulations
- Develop web-based format (pdf) for public review during process.
- Work with city staff to advertise the web-based set of drafts in the local media.

# Scope of Services

- Meet with Stakeholders during eight meetings to present draft regulations and collect feedback.
- Make modifications to draft as discussed with city staff, Steering Committee, and Stakeholders.
- Present final draft to city.
- Meet with Stakeholders to present final draft (one meeting).
- Conduct meeting with city staff to review final draft.
- Conduct public hearing with the Planning and Zoning Commission.
- Conduct public hearing with City Council.
- Make final modifications to the new regulations.
- Provide 25 copies of new regulations to the City of Crete, one copy working electronic copy, digital searchable copy and one .pdf version of final regulations.
- Provide the city with a final copy of the new Official Zoning Map.

## **Results:**

1. Completed draft copies of new zoning and subdivision ordinances including text and graphics and illustrations.
2. Modifications to regulations as determined during identified meetings.
3. A total of eight meetings with the Steering Committee.
4. Two open houses to present final draft to the public.
5. Two public hearings.
6. Completed 25 copies of final ordinances delivered to the city.
7. Electronic copies of the text and maps delivered to the city.

## **Phase IV: Staff training/Ordinance Testing**

- Meet with staff throughout the process to identify key changes and updates to the Zoning and Subdivision Regulations.
- Apply updated regulations to sample development scenarios to verify functionality.
- Ensure clarity and consistency across zoning and subdivision regulations.
- Work with City Staff to identify key issues

# Hickman, Nebraska

## Zoning Regulations Update, 2022 - 2023



The City of Hickman sought updated zoning regulations to properly accommodate recent growth in the city. Given their boom in population, the city needed regulatory backing to guide the future of the city how they saw fit. The update of their regulations occurred over a one-year period, with meetings occurring monthly.

The project scope included a refresh of what was already working for the city, as well as the addition of new statutory language required by the State of Nebraska. Along with tightening the language, the new zoning regulations addressed key issues communities have faced for the past five years or so, including:

- Updated adult entertainment regulations
- Updated cellular communication regulations
- Modifications to the uses allowed in various zoning districts
- Creating a more user-friendly document
- Updated sign regulations
- Updated definitions
- Additional graphics included throughout the document

The project was a coordinated effort between MPC and the City of Hickman. As part of this project, MPC produced an updated Zoning Map. The Zoning Regulations and Map were adopted on September 12, 2023.

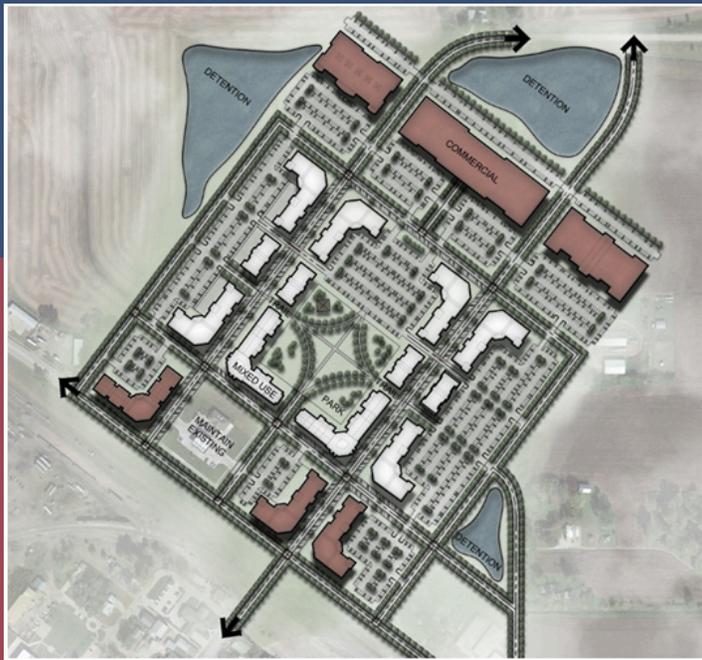
[https://issuu.com/kmarvin/docs/hickman\\_2023\\_zoning\\_update\\_use\\_052623\\_clean](https://issuu.com/kmarvin/docs/hickman_2023_zoning_update_use_052623_clean)

**Client Contact Person:**  
Heidi Hoglund  
Zoning Enforcement Officer  
City of Hickman  
402.792.2212

**Project Completed:**  
September 2023

# Valley, Nebraska

## Comprehensive Plan/ Zoning Regulations



The City of Valley, Nebraska is located on the western edge of the Omaha–Council Bluffs Metropolitan Area. The community has a population of 1,875 people. The community and its growth has a direct correlation to the population and employment dynamics of the Metropolitan Area.

Principal staff of MPC worked with the City of Valley to update their 10 year old Comprehensive Plan and the Zoning and Subdivision Regulations.

MPC is currently working with the city to update the previous plan which Keith was involved. Since the adoption of the 2005 Comprehensive Plan, the community has double in physical size through annexations. The development along US Highway 275 is beginning to occur and the land use policies need some fine-tuning. In addition, more residential, sand pit development is beginning to occur since the recession has ceased.

Items to Address:

- 4-lane expressway alignment on the edge of the community.
- Development potential near the new expressway.
- Expansion of existing downtown with a new Mixed-Use Development
- Development strategies within areas where flooding has occurred.
- Growth management strategies to address impacts from Omaha.

**Note:**

**MPC was hired to update the plan completed by Keith and JEO Consulting Group while he was employed with the firm.**

**Project Completed:**  
2017

# North Platte, Nebraska

## Zoning and Subdivision Regulation Update



Keith and Marvin Planning Consultants were hired to work on a complete revision of the North Platte Zoning Regulations. The regulations in place have been in effect for nearly 20 years. There have been several issues that have been allowed due to some vagueness in the language.

Besides tightening up the language, the new zoning regulations address key issues communities and counties have faced for the past five years or so, including:

- Updated adult entertainment regulations
- Update cellular communication regulations
- Modifications to the uses allowed in various zoning districts
- Creating a more user-friendly document
- Updated sign regulations
- Updated definitions
- Updated, plus, additional graphics included throughout

The project was a coordinated effort between MPC and the City Engineering Department; the Engineering Department's role is to produce all necessary maps for the project as directed by MPC staff.

Once completed, the City will have a more user-friendly document to give out to the community, as well as, enforce.

**Client Contact Person:**

Judy Clark  
City Planner  
308.535.6724 ext. 244  
clarkjm@ci.north-platte.ne.us

**Project Completed:**

2017

# North Platte, Nebraska

## Comprehensive Plan/ Zoning Regulations Update 2025



Marvin Planning Consultants assembled a team to update the 2016 Comprehensive Plan for North Platte. The project scope included an update to the Lincoln County Comprehensive Plan and Zoning, as well as, completing the North Platte Affordable Housing Action Plan.

The project team included the firms of Community Planning Insights (Dayton, OH) and FHU (Lincoln, NE). The plan was designed to provide a guide to continue the economic growth currently underway in the North Platte area. With the development of Sustainable Beef and the new In-land Port Authority near Hershey, the plan will have a strong focus on transportation and land use interactions, now and in the future.

The project is anticipated to be completed in 2025.

**Client Contact Person:**

Judy Clark  
City Planner  
308.535.6724 ext. 244  
clarkjm@ci.north-platte.ne.us

**Project Completed:**

In Progress

# Grand Island, Nebraska

## Zoning Regulations\*

\*Keith was Lead Planner and Project Manager  
with JEO Consulting Group.

The City of Grand Island is the county seat of Hall County and is situated in Central Nebraska along Interstate 80. They have approximately 50,000 people. The City of Grand Island began the first complete update to their Comprehensive Development Plan and Zoning Regulations since 1968. Keith Marvin was the Project Manager on this project while with another firm.

The final regulations did include a new overlay zone along South Locust Street extending to the community's southern jurisdictional line near Interstate 80. This overlay zone established special design considerations for new commercial and industrial structures as well as the overall development.

### Items to Address:

- Planning period will see Grand Island growing into an "Entitlement City" with a potential
- MPO designation
- Land Use coordination with Hall County and Merrick County
- Design standards and aesthetics along the new stretch of South Locust
- Accommodating existing livestock uses within the City's two-mile extraterritorial jurisdiction
- Address Hazard Mitigation issues for the community
- Population base that is becoming more diversified
- Growth as a regional trade center in Central Nebraska
- Major transportation issues that center on the convergence of Interstate 80, US Highways 30, 34, and 281 as well as Nebraska Highway 2
- Drainage and floodway/floodplain development

### Client Contact Person:

Chad Nabity AICP  
Regional Planning Director  
Hall County Regional Planning  
Commission  
308.385.5240  
ChadN@grand-island.com

### Project Completed:

2003

# Grand Island, Nebraska

## Comprehensive Plan/ Zoning Regulations 2024

The City of Grand Island through the Hall County Regional Planning Commission was in need of updating the current Comprehensive Plan and Zoning Regulations, adopted in 2004. The MPC team was awarded the contract to completed the new comprehensive plan and zoning update (Keith Marvin, AICP was the lead planner on the 2004 plan and regulations as well).

The City of Grand Island has grown from the population of 42,940 people in 2010 to a metropolitan statistical area of 53,131 people in 2020. The total growth is approximately 23% between comprehensive plans. The community has seen dynamic changes since the last plan was adopted and these changes are driving the need for a fresh look at key policies, development, and redevelopment areas of the community.

Several key issues being addressed during the process include:

- Reexamining the current land use policies and their relationship to the zoning regulations
- Examining potential redevelopment areas within the current corporate limits of the community
- Examining specific strategies for creating a cultural area within their 4th Street District (part of the current Central Business District)
- Examining and developing specific strategies to address the affordable housing/workforce housing demands in the community
- Examining issues surrounding public health and its impacts on development and land use planning
- Examining and bringing the zoning regulations up to current legal requirements both from a statutory and case law basis



### Client Contact Person:

Chad Nability, AICP  
Planning Director  
Grand Island/Hall Co. Regional  
Planning Commission  
402.385.5240  
cnability@ci.grand-island.ne.us

### Project Completed: Comprehensive Plan

Completed

### Zoning Regulation

In Progress

# Charles City, Iowa

## *Unified Development Ordinance 2022*



The City of Charles City, Iowa was in need of updating the current Zoning Regulations but wished to examine the possibility to transform them into a Unified Development Ordinance (UDO). The UDO would bring together their zoning regulations, subdivision regulations and engineering standards into one document. The MPC team was awarded the contract to completed the new UDO.

Charles City is located in northeast Iowa and is one of a number of regional economic centers along with Mason City to its west. The community is approximately 30 miles of Interstate 35 and located in Floyd County. The community sits along the Cedar River and US Highway 218. Several key issues being addressed during this process included:

- Examining and bringing the zoning regulations up to current legal requirements both from a statutory and case law basis
- Reexamining the current land use policies and their relation to the zoning regulations
- Creating a more user-friendly regulation
- Developing a set of definitions fitting the needs of today's development community as well as photos and graphics representing key definitions and concepts
- Bringing older regulations up to date
- Including new uses such Craft Brewing, Ax Throwing, Tiny Houses, Shouses, etc.

**Client Contact Person:**

John Fallis PE CFM

City Engineer

City of Charles City

P: 641.257.6300

E: [john@cityofcharlescity.org](mailto:john@cityofcharlescity.org)

**Project Completed:**

December 2022

# Gretna, Nebraska

## Comprehensive Plan / Zoning Regulations\*



The City of Gretna, Nebraska lies southwest of Omaha and has seen extreme growth in the past two decades because of their location. Besides Omaha, Gretna is adjacent to Interstate 80 and is 20 miles west of Offutt Air Force Base.

The community had a population of 2,355 people in 2000. Currently, the population within the incorporated area of the community is between 4,000 and 5,000 people; with an additional 1,000 to 3,000 people living within two-miles of Gretna.

Principal staff of MPC was involved with the City of Gretna during their recent Comprehensive Plan update and during a previous Zoning Regulation Update.

### Issues

- Proximity to Interstate 80.
- Translating ideas and desires into visual elements.
- Developing a community image that would create an identity for the future.
- Growth management strategies to address impacts from Omaha and neighboring portions of Sarpy County.



Nebraska Chapter of American Planning Association  
Chapter Award Winner 2010 Excellence Award for Best Practices

Note: Keith is currently under contract to assist in planning and zoning issues

**Project Completed:**  
2009

\*Keith was Lead Planner and Project Manager while with JEO Consulting Group

# Dubuque, Iowa\*

## Unified Development Code



The City of Dubuque is an older historic city along the Mississippi River with a population of approximately 60,000 people. The Unified Development Code was designed to combine a number of different zoning and development codes into one document.

The planning team was led by Keith Marvin AICP during his time with JEO Consulting Group. In addition, the team included Mr. Larry Sommer, Preservationist. Larry's role was strictly to work on the rewrite of the Preservation Ordinance which he had originally draft in the late 1960's; while a planner for the community.

There were a number of major issues that needed to be addressed in the new UDC including:

- Protection of bluffline along Mississippi River
- Historic preservation including updating the Preservation Ordinance
- Updating existing Euclidean zoning districts
- Signs
- Big box developments
- Parking standards
- Adult entertainment
- Subdivision Regulations
- Incorporation of sustainability concepts

Web Site Location of UDC

<http://www.cityofdubuque.org/DocumentView.aspx?DID=1828>



Iowa Chapter Of American Planning Association  
Chapter Award Winner 2010

Excellence Award for Best Practices



2011 winner of the Iowa League of Cities  
All-Star Community Award for their Unified  
Development Code

Special recognition for Sustainability

**Client Contact Person:**

Wally Wernimont

Planning Services Manager

563.589.4210

[wwernimo@cityofdubuque.org](mailto:wwernimo@cityofdubuque.org)

**Project Completed:**

2009

# Wichita, Kansas\*

## *Delano Neighborhood Overlay District / College Hill Neighborhood Overlay District*

\*Keith was Lead Planner and Project Manager  
with JEO Consulting Group.

The City of Wichita had recently completed a Neighborhood Master Plan for the Delano area. This project focused on the implementation of that Master Plan.

The project included discussions with local neighborhood volunteers and city staff regarding what would be an acceptable level of standards and enforcement.

The project included the development design guidelines and procedures to be adopted by the City in conjunction with the Plan. These guidelines included:

- Signs
- Facades
- Streetscapes
- Guidelines to encourage redevelopment concepts from the Plan

### **The Delano Overlay was adopted.**

The City of Wichita in addition to the Delano Neighborhood wanted to establish some design guidelines for the College Hill Neighborhood, east of Downtown. The project scope was similar to the one in Delano, except there was not an establish Master Plan completed.

The project included discussions with local neighborhood volunteers and city staff regarding what would be an acceptable level of standards and enforcement.

The project included the development design guidelines and procedures to be adopted by the City in conjunction with the Plan. These guidelines included:

- Signs
- Facades
- Streetscapes
- Guidelines to encourage redevelopment concepts from the Plan

### **The College Hill Overlay was never adopted.**

**Client Contact Person:**  
Rian Harkins AICP (Former Staff  
Member of Wichita)  
402.570.5514  
rianharkins@att.net

**Project Completed:**  
2002

# Proposed Fees

## Proposed Fee Breakdown

### Zoning Regulations

- Phase I: \$ 7,500.00
- Phase II: \$ 8,000.00
- Phase III: \$ 25,500.00
- Phase IV: \$ 4,000.00

The overall fee will be modified and adjusted based upon the final negotiated Scope of Services. Our team would welcome the opportunity to discuss the Scope of Services and Proposed Fee further. The fees are inclusive of all expenses including mileage, lodging, etc.

### Total Fees and Timeframe:

**Total Fee: \$ 45,000.00**

**Total Time Frame: 10 - 18 months**

**All extra meeting will be charged at appropriate billing rates**

### Hourly rates are as follows:

Senior Community Planner:	\$150.00
Community Planner	\$100.00
Owner   Project Manager	\$200.00

## References

**Heidi Hoglund**

Zoning Enforcement Officer  
City of Hickman  
402.792.2212

**Judy Clark**

City/County Planner  
City of North Platte/Lincoln County  
211 West 3rd Street  
North Platte, NE 69101  
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**Connie Brown**

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