

**Planning Commission Meeting**  
**Monday, December 16, 2024 7:00 PM**  
**Crete City Hall**  
**243 E 13th Street**  
**Crete, NE 68333**

**1. Open Meeting**

In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the council chambers. Items listed on the agenda may be considered in any order.

**2. Roll Call**

Attendance of Planning Commission members will be recorded to determine the presence of a quorum for official actions.

**3. Items of Business**

The Planning Commission may take action to hear testimony in favor of or in opposition to, discuss/limit discussion and take action to approve or disapprove a recommendation to the City Council on any matter presented under this title.

**3.A. Approve Planning Commission Minutes**

3.A.1. November 25th, 2024 Planning Commission Minutes

**3.B. Discuss and set Public Hearing date and time for Zoning change request for #760050961 commonly known as 675 Arizona Ave from C3 to R3.**

**3.C. Discuss the 1 and 6-year plan**

**4. Officers' Reports**

Reports may be given by Department Heads, other Committees and Commission members concerning current operations of the City. Questions may be asked and answered. No action can be taken by the Planning Commission on matters presented under this title except to answer any question posed and to refer the matter for further action.

**5. Adjournment**

The Planning Commission will review the above matters and take such actions as they deem appropriate. The Planning Commission may enter into closed session to discuss any matter on this agenda when it is determined by the Commission that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of an individual and if such an individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session.

The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.

**Disclaimers & Notices**

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

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- The complete agenda with attachments is available at [www.crete.ne.gov](http://www.crete.ne.gov).



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## CRETE PLANNING COMMISSION MEETING

November 25<sup>th</sup>, 2024 at 7:00 PM  
Crete City Hall, 243 East 13<sup>th</sup> Street

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### MINUTES

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street  
Post Office, 1242 Linden Avenue  
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open meetings Act, Laws of the State of Nebraska, in the back of the council chambers. All proceedings shown were taken while the meeting was open to the attendance of the public.

#### 1. Open Meeting

#### 2. Roll Call

Jennifer Robison:	Present
Carely Adame Ortiz:	Present
Ryan Jindra:	Absent
Dave Jurena:	Present
Justin Kozisek:	Present
Scott Kunch:	Present
Jay Quinn:	Absent
Drew Rische:	Absent
Jeff Wenz:	Present

Present: 6, Absent: 3.

Jay Quinn arrived at 7:01 p.m.

City Administrator Tom Ourada was present but did not vote.

Also, present for the meeting were City Attorney Anna Burge, City Clerk Nancy Tellez, Finance Director Wendy Thomas, and Building Inspector Trent Griffin

### **3. Items of Business**

#### **3.A. Approve Planning Commission Minutes**

Scott Kuncel motioned to approve amended October 28th, 2024 meeting minutes seconded by Justin Kozisek

Carely Adame Ortiz: Aye, Jennifer Robison: Aye, Dave Jurena: Aye, Justin Kozisek: Aye, Scott Kuncel: Aye, Jeff Wenz: Aye

Aye: 6, No: 0

Jay Quinn arrived at 7:01 p.m.

#### **3.B. Consider Ordinance 2226 amending administrative subdivision requirements**

City Administrator Tom Ourada stated that there is only one word change being made to Ordinance 2226 amending administrative subdivision requirements. Ourada explained that the subdivider shall submit an original and three copies instead of eleven copies of the plat.

City Attorney Anna Burge explained that usually the Administrative Subdivisions are handled by the City Council. However, how it is written in the chapter it has to go through the Planning Commission first.

Justin Kozisek motioned to recommend to the City Council Ordinance 2226 amending administrative subdivision requirements seconded by Jay Quinn

Carely Adame Ortiz: Aye, Jennifer Robison: Aye, Dave Jurena: Aye, Justin Kozisek: Aye, Scott Kuncel: Aye, Jay Quinn: Aye, Jeff Wenz: Aye

Aye: 7, No: 0

### **4. Officers' Reports**

City Administrator Tom Ourada asked the Planning Commission members if there is a meeting in December if they would like to have it on Monday, December 16th, 2024 or Monday, December 30th instead of having it on Monday, December 23rd, 2024.

The members agreed that if there is a meeting in December, they would like to have it on Monday, December 16th, 2024. Ourada stated that they might have a preliminary 1 in 6 plan for the next meeting.

### **5. Adjournment**

The meeting adjourned at 7:07 p.m.



243 E. 13th St. Crete NE 68333

Case #

**Land Development, Planning and Zoning Application**

	QTY	TOTAL	
<b>Subdivision Development</b>			Crete Municipal Code Article 3 Subdivisions
Application Fee	\$100		
Preliminary Plat (plus City Attorney Fees)	\$200		Crete Municipal Code 11-306.01
Final Plat	\$200		Crete Municipal Code 11-306.02
Other Plats	\$200		
Subdivision Review and Inspections	\$250		City Engineer fees are in addition to listed fees
Recording Fee	\$25		
<b>Administrative Subdivision</b>			City Municipal Code 11-306.03 Administrative Subdivisions
Subdivision Review and Inspections	\$250		
Recording Fee	\$25		
<b>Zoning Change</b>	\$200	1 200.00	Crete municipal Code Chapter 11 Article 2
<b>Special Exception</b>	\$200		Crete municipal Code Chapter 11-230
<b>Variance Request</b>	\$150		Crete Municipal Code 11-213
<b>Comprehensive Plan Amendment</b>	\$200		Future Land Use Map, Existing Land Use Map
<b>Total Fees</b>			City Attorney fees are in addition to listed fees

**Owner Information**

Name	Dimas Adame Lung	Phone	402-418-1050	Email	
Street Address	675 Arizona Ave	City	Crete	State	NE
				Zip	68333
Signature	X Dimas Adame Luna			Application Date	12/12/24

**Applicant Information**

Name	Dima Adame Luna	Phone	402-418-1050	Email	
Street Address	675 Arizona Ave	City	Crete	State	NE
				Zip	68333
Signature	Dimas Adame Luna			Application Date	12/12/24

**Description**

Request change of zoning for # 760050961 commonly known as 675 Arizona Ave, From C3 To R3

**Subdivision Development Checklist**

Pre Application Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Planning Commission Meeting Date \_\_\_\_\_ Time \_\_\_\_\_  Application Fee

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

- Preliminary Plat physical and digital copies
- Name, Location, Legal description, Date
- Names of Adjoining Properties
- North Point and Graphics Scale
- Roads
- Existing Utilities and sizes
- Name, Location, Legal description, Date
- Proposed Utility System
- Contours at intervals 2' or 5'
- Proposed improvement or grading
- Location of existing buildings
- Proposed Easements, Dedications
- Filing Fees
- Improvement schedule and restrictive covenants
- Notification of County Planning Commission
- Notification of School Board
- Final Plat one original and two mylar copies
- Date, title, Name, Location of Subdivision
- Graphics Scale and North Arrow
- Monuments 1" diameter maximum 30" length
- Dimensions, angles and bearings, legal description of the property
- Names of Adjoining Properties
- Location and dimensions of easements
- Purpose for which sites are dedicated or reserved
- Surveyor Certification as to the accuracy of plat
- Certification signed and acknowledged by all parties holding title
- Certification recording the approval of the Planning Commission
- Certification recording the approval of the City Council
- Detailed Construction plans of all required public improvements approved by and engineer
- Posted bond or certified check to the City of Crete in sufficient amount to complete the required improvements as approved by and engineer

**Administrative Subdivision Checklist**

Pre Application Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_  Application Fee

- Name
- Date
- Title
- Location
- Names of abutting streets
- New lots, block numbers, setback lines
- Graphic Scale and true North Point
- Monuments
- Dimensions
- Legal description
- Certification
- Signed by all parties holding Title
- Protective covenants
- Have owners requested annexation
- Utility easements shown
- Final Plat Original & 2 Mylar's

**Zoning Change or Comprehensive Plan Amendment**

Pre Application Meeting Date 12/12/24 Time 2:00 pm  Scaled Survey Drawing

Publish and Post Date \_\_\_\_\_ Time \_\_\_\_\_  Application Fee

Planning Commission Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_

Parcel # and Current Zoning \_\_\_\_\_ Requested Zoning \_\_\_\_\_

**Special Exception Request**

Pre Application Meeting Date \_\_\_\_\_ Time \_\_\_\_\_  Application Fee

City Council Meeting Date \_\_\_\_\_ Time \_\_\_\_\_