

Crete Planning Commission
Monday, November 24, 2025 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 members will be recorded to determine the presence of a quorum for official actions.

3. Items of Business

- Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to approve or disapprove any matter presented under this title.

3.A. Approve Meeting Minutes

3.A.1. September 22nd, 2025 Minutes

3.B. Public Hearing to hear testimony in favor of and in opposition to and to answer questions in relation to the proposed zoning change Request PID 760141282 C-2 to C-1

3.C. Consider the proposed zoning change Request PID 760141282 C-2 to C-1

3.D. Discussion on general zoning

4. Petitions - Communications - Resident Concerns

- Resident testimony may be limited to 3 minutes per person.
- Please do not repeat testimony that has already be heard.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

5. Officers' Reports

- Reports may be given by Officers, Departments, or Commission Members concerning the current operations of the City.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

6. Adjournment

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.
- 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.
- The complete agenda with attachments is available at www.crete.ne.gov.



CRETE PLANNING COMMISSION MEETING

September 22nd, 2025 at 7:00 PM
Crete City Hall, 243 East 13th Street

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

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

Present: 6, Absent: 3.

City Administrator Tom Ourada was present but did not vote.

Also present: City Attorney Anna Burge, Building Inspector Trenton Griffin, City Clerk Nancy Tellez.

3. Items of Business

3.A. Approve Planning Commission Minutes

3.A.1. August 25th, 2025 Meeting Minutes

Approved Planning Commission Minutes Carried with a motion by Scott Kuncl and a second by Jay Quinn.

Justin Kozisek: Aye, Carely Adame Ortiz: Aye, Jay Quinn: Aye, Dave Jurena: Aye, Scott Kuncl: Aye, Jeff Wenz, Aye
Aye: 6, No: 0

3.B. Discussion on new zoning consultant

City Administrator Tom Ourada explained that Jeff Ray left JEO to work for the City of Bellevue. The City of Crete's City Council approved the Crete, NE Zoning Proposal from Marvin Planning Consultants. Ourada explained that the total fee for the work would be \$45,000 and a timeframe of a year to a year in a half. But they will try to get it done in one year. Ourada further explained that Marvin Consulting would meet with him and with the Planning Commission and would also do events for public engagement.

Approved to pursue Kieth Marvin as the new zoning consultant Carried with a motion by Scott Kuncl and a second by Jeff Wenz.

Justin Kozisek: Aye, Carely Adame Ortiz: Aye, Jay Quinn: Aye, Dave Jurena: Aye, Scott Kuncl: Aye, Jeff Wenz, Aye
Aye: 6, No: 0

4. Officers' Reports

5. Adjournment

The meeting adjourned at 7:13 p.m.



City Hall - 243 East 13th Street, Crete NE 68333

Case #

Land Development, Planning and Zoning Application

	QTY	TOTAL	
Subdivision Development			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		
Administrative Subdivision			City Municipal Code 11-306.03 Administrative Subdivisions
Application Fee	\$100		
Subdivision Review and Inspections	\$250		
Recording Fee	\$25		
Zoning Change	\$200	1 200.00	Crete municipal Code Chapter 11 Article 2
Special Exception	\$200		Crete municipal Code Chapter 11-230
Variance Request	\$300		Crete Municipal Code 11-213
Comprehensive Plan Amendment	\$200		Future Land Use Map, Existing Land Use Map
Total Fees			City Attorney fees are in addition to listed fees

Owner Information

Name	Sack Lumber	Phone	402-806-0727	Email	sackrone@aol.com
Street Address	220 E 11 th	City	Crete	State	Ne
				Zip	68333
Signature	[Signature]		Application Date	10/31/25	

Applicant Information

Name	Ron Sack	Phone	402-806-0727	Email	Sackrone@aol.com
Street Address	220 E 11 th	City	Crete	State	NE
				Zip	68333
Signature	[Signature]		Application Date	10/31/25	

Description

Change zoning from C-2 to C-1
 PID 760141282

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 10/31/25 Time 9:30 am Scaled Survey Drawing

Publish and Post Date 11/12/25 Time 8:30 am Application Fee

Planning Commission Meeting Date 11/24/25 Time 7:00 pm

City Council Meeting Date _____ Time _____

Parcel # and Current Zoning 760141282 C-2 Requested Zoning C-1

Special Exception Request

Pre Application Meeting Date _____ Time _____ Application Fee

City Council Meeting Date _____ Time _____



City Hall - 243 East 13th Street, Crete NE 68333

Case #

Land Development, Planning and Zoning Application

	QTY	TOTAL	
Subdivision Development			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		
Administrative Subdivision			City Municipal Code 11-306.03 Administrative Subdivisions
Application Fee	\$100		
Subdivision Review and Inspections	\$250		
Recording Fee	\$25		
Zoning Change	\$200	1 200.00	Crete municipal Code Chapter 11 Article 2
Special Exception	\$200		Crete municipal Code Chapter 11-230
Variance Request	\$300		Crete Municipal Code 11-213
Comprehensive Plan Amendment	\$200		Future Land Use Map, Existing Land Use Map
Total Fees			City Attorney fees are in addition to listed fees

Owner Information

Name	Sack Lumber	Phone	402-806-0727	Email	sackrone@aol.com
Street Address	220 E 11th	City	Crete	State	Ne
				Zip	68333
Signature	[Signature]		Application Date	10/31/25	

Applicant Information

Name	Ron Sack	Phone	402-806-0727	Email	Sackrone@aol.com
Street Address	220 E 11th	City	Crete	State	NE
				Zip	68333
Signature	[Signature]		Application Date	10/31/25	

Description

Change zoning from C-2 to C-1
 PID 760141282

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 10/31/25 Time 9:30 am Scaled Survey Drawing

Publish and Post Date 11/12/25 Time 8:30 am Application Fee

Planning Commission Meeting Date 11/24/25 Time 7:00 pm

City Council Meeting Date _____ Time _____

Parcel # and Current Zoning 760141282 C-2 Requested Zoning C-1

Special Exception Request

Pre Application Meeting Date _____ Time _____ Application Fee

City Council Meeting Date _____ Time _____