

Crete Planning Commission
Monday, May 25, 2026 6:00 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. April 27th, 2026 Planning Commission Meeting Minutes

3.B. Public Hearing to hear testimony for or against the amendment to section 11-306.03 of the Crete Municipal Code Ordinance 2273 amend administrative subdivision procedure to include lot combinations.

3.C. Consider a recommendation to the City Council on section 11-306.03 of the Crete Municipal Code Ordinance 2273 amend administrative subdivision procedure to include lot combinations.

3.D. Public Hearing to hear testimony for or against the review of the Special Exception request for Lothrop Lake Estates Lot 2 3.02 Acres in R2 Lothrop Lake Circle Shouse home.

3.E. Consider a recommendation to the City Council on the review of the Special Exception request for Lothrop Lake Estates Lot 2 3.02 Acres in R2 Lothrop Lake Circle Shouse home.

3.F. Public Hearing to hear testimony in favor of and in opposition to and to answer questions in relation to the following proposed Zoning Change Request. Parcel ID: 760015422, Parcel ID: 760009325, Parcel ID: 760009392, Parcel ID: 760015414, Parcel ID: 760009376, Parcel ID: 760145770, Parcel ID: 760009317, Parcel ID: 760145849 I1 to C2

3.G. Consider a recommendation to the City Council on the proposed Zoning Change Request. Parcel ID: 760015422, Parcel ID: 760009325, Parcel ID: 760009392, Parcel ID: 760015414, Parcel ID: 760009376, Parcel ID: 760145770, Parcel ID: 760009317, Parcel ID: 760145849 I1 to C2

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

April 27th, 2026 at 6:00 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

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

Present: 4, Absent: 5

City Administrator Tom Ourada was also present and did vote.

Also present: Building Inspector Trenton Griffin, City Clerk Nancy Tellez, and Blaine Spanjer

3. Items of Business

3.A. Approve Meeting Minutes

3.A.1. March 23rd, 2026 Minutes

Scott Kuncl motioned and Jeff Wenz seconded to approve the March 23rd, 2026 Planning Commission minutes.

Carely Adame Ortiz : Aye, Tom Ourada: Aye, Dave Jurina: Aye, Jeff Wenz: Aye, Scott Kuncl: Aye

Aye: 5, No: 0

3.B. Consider the Zoning Amendment Ordinance 2272 Chapter 11 Planning and Zoning Article 5 Dwelling Units, Special Types Shouses

City Administrator Tom Ourada explained that this was tabled at the last Planning Commission meeting. Ourada explained that Shouse homes shall be permitted in Agriculture Zoning and with a special exception use in R-1 and R-2 if lot area is three or more acres.

Scott Kuncl motioned and Jeff Wenz seconded to recommend to the City Council Ordinance 2272 Chapter 11 Planning and Zoning Article 5 Dwelling Units, Special Types Shouses

Carely Adame Ortiz : Aye, Tom Ourada: Aye, Dave Jurina: Aye, Jeff Wenz: Aye, Scott Kuncl: Aye

Aye: 5, No: 0

3.C. Discussion on PBS Rentals request for rezoning area near Ready Mix

City Administrator Tom Ourada stated that property owner Blaine Spanjer was present to explain his request for rezoning the area near Ready Mix. Spanjer explained that he will be getting a plat. This request is to have things documented so that there will not be confusion in the future.

3.D. Discussion on zoning amendment administrative subdivision procedure to include lot combinations

City Administrator Tom Ourada explained that there are some property owners that have property with different property identification numbers (PID) and the zoning amendment administrative subdivision procedure to include lot combinations would get them on one PID. Ourada explained that City Attorney Anna Burge has drafted an Ordinance and this would come back to the Planning Commission for a Public Hearing and recommendation and then to the City Council for a Public Hearing and vote.

4. Petitions - Communications - Resident Concerns

5. Officers' Reports

6. Adjournment

The meeting adjourned at 6:29 p.m.

ORDINANCE NO. 2273

AN ORDINANCE OF THE CITY OF CRETE, NEBRASKA RELATING TO SUBDIVISION REGULATIONS; TO AMEND SECTION 11-306.03 OF THE CRETE MUNICIPAL CODE; TO AMEND ADMINISTRATIVE SUBDIVISION PROCEDURE TO INCLUDE LOT COMBINATIONS.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRETE, NEBRASKA:

Section 1. That Chapter 11, Article 3, Section 11-306.03 of the Crete Municipal Code be amended as follows:

11-306.03 Administrative Subdivision

- (1) *Purpose.* In the event that a proposed subdivision, lot combination or boundary adjustment does not involve the platting and dedication of streets, extension of utility systems, change in subdivision class and type, change in zoning district, change in surface drainage, and will not result in the creation of more than three lots of record, the subdivider may apply for an administrative subdivision under the provisions of this section. The utilization of the administrative subdivision does not relieve the subdivider of its obligation to comply with section 11-307 and 11-308. The necessity of establishing and dedicating easements for utilities shall not bar the utilization of the administrative subdivision.
- (2) *Application.* Application will be made to the City Council, and the City Council may act or may at their option refer the application to the Planning Commission. In the event it is referred to the Planning Commission, the procedures outlined under the final plat provisions shall be followed.
- (3) *Scale and Plat Contents.* The subdivider shall submit an original and three copies of the plat of a size such that the county register of deeds clerk may affix their seal to the front of the plat without covering any information. The original shall be drawn in ink on tracing cloth, mylar, or similar material and shall be at a scale of 1" to 100' or larger. The plat shall contain the following:
 - a. Date, title, name, and location of the subdivision.
 - b. Names and locations of abutting streets and lots identifying street names and lot and block numbers.
 - c. Identification of the new lot and block numbers and set back lines.
 - d. Graphic scale and true north point.
 - e. Monuments.
 - f. Dimensions, angles and bearings, and complete legal description of the property.
 - g. Sufficient engineering data to reproduce any line on the ground.
 - h. Location, dimensions, and purposes of any existing easements.
 - i. Certification by surveyor or engineer certifying to the accuracy of the survey and plat.
 - j. Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
 - k. Typed names of all known signatories of the plat, including, property owner, developer, surveyor, etc.
- (4) *Supplementary Data Required.* The plat shall be accompanied by:
 - a. Protective covenants in form for recording if such are desired by the subdivider.
 - b. For subdivisions adjoining or touching the boundaries of the Crete corporate limits; a tract or area for which annexation proceedings have commenced; an approved subdivision which touches or adjoins the Crete corporate limits, a petition signed by the owner or owners requesting annexation to the City.
 - c. Utility easements signed by the owner or owners to permit all lots created access to all

utilities available in the City, including but not limited to, sanitary sewer, storm sewer, water, electrical, telephone, and cable television.

- d. In an administrative plat for lot combination, the lots involved must be designated within the same zoning district and shall be under unified ownership.

Section 2. That the above section shall be codified as part of the Crete City Code as stated herein.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be published in pamphlet, book, or electronic form and shall take effect and be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED AND ENACTED the ___ day of April, 2026.

Mayor

ATTEST:

City Clerk

Seal

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 - b. Names and locations of abutting streets and lots identifying street names and lot and block numbers.
 - c. Identification of the new lot and block numbers and set back lines.
 - d. Graphic scale and true north point.
 - e. Monuments.
 - f. Dimensions, angles and bearings, and complete legal description of the property.
 - g. Sufficient engineering data to reproduce any line on the ground.
 - h. Location, dimensions, and purposes of any existing easements.
 - i. Certification by surveyor or engineer certifying to the accuracy of the survey and plat.
 - j. Certification signed and acknowledged by all parties holding title or having any title interest in the land subdivided and consenting to the preparation and recording of the plat as submitted.
 - k. Typed names of all known signatories of the plat, including, property owner, developer, surveyor, etc.
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Section 4. This ordinance shall be published in pamphlet, book, or electronic form and shall take effect and be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED AND ENACTED the ___ day of April, 2026.

Mayor

ATTEST:

City Clerk

Seal

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		Crete municipal Code Chapter 11 Article 2
Special Exception	\$200	1	\$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	Andrew + Jenny Beck	Phone	54024184835 A4023145169	Email	jennyb@creteschools.org andrewbebeck@hotmail.com
Street Address	915 Fairway Ct.	City	Crete	State	NE
Signature	Jenny Beck	Zip	68333	Application Date	5/7/26

Applicant Information

Name	Phone	Email
Street Address	City	State
Signature	Zip	Application Date

Description

Shouse ordinance passed on May 5 Council Meeting.

Lothrop Lake Estates Lot 2 3.02 Acres

Lothrop Lake Circle

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 _____ Time _____ 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 5-7-26 Time _____ Application Fee

City Council Meeting Date _____ Time _____

Land Development, Planning and Zoning Application

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Owner Information

Name	Andrew + Jenny Beck	Phone	54024184835 A4023145169	Email	jennyb@creteschools.org andrewbebeck@hotmail.com
Street Address	915 Fairway Ct.	City	Crete	State	NE
				Zip	68333
Signature	[Signature]			Application Date	5/7/26

Applicant Information

Name	Phone	Email
Street Address	City	State
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Lothrop Lake Estates Lot 2 3.02 Acres

Lothrop Lake Circle

Subdivision Development Checklist

Pre Application Meeting Date _____ Time _____

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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 5-7-26 Time _____ Application Fee

City Council Meeting Date _____ Time _____