

**Historic Preservation Commission Meeting**  
**Tuesday, March 25, 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.B. Discussion on FY24 CLG Annual Report Form

3.C. History of Crete Report

**4. Petitions - Communications - Resident Concerns**

- Citizen 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, Committees, or Councilmembers 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.

5.A. Chairperson's Report

5.B. Director's Report

**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](http://www.crete.ne.gov).



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## CRETE HISTORIC PRESERVATION COMMISSION MEETING

February 25<sup>th</sup>, 2025 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

|                  |                                       |
|------------------|---------------------------------------|
| Janet Jeffries   | Absent                                |
| Jennifer Robison | Present                               |
| Kendra Ordia     | (Jointed via Zoom and unable to vote) |
| Scott Kuncel     | Present                               |
| Tom King         | Present                               |

Also present: City Administrator and Director of the Historic Preservation Commission Tom Ourada

Anna Burge, City Attorney and Commission Attorney

Wendy Thomas, Finance Director and Commission Treasurer

Nancy Tellez, City Clerk and Commission Secretary

Also present: Office Manager Telisha Carnes, Administrative Assistant Jennifer Valente, Chief of Police Gary Young, Police Captain Jon Pucket, Building Inspector Trent Griffin, Parks and Recreation Director Liz Cody

City Administrator Tom Ourada explained that at the last leadership meeting department heads and leaders were asked to attend other city board and commission meetings to see all the things the City is doing.

### **3. Consent Agenda**

#### **3.A. Approve Meeting Minutes**

Scott Kuncl motioned and Jennifer Robison seconded to approve the meeting minutes.

Jennifer Robison: Aye, Scott Kuncl: Aye, Tom King: Aye

Aye: 3 No:0

### **4. Items of Business**

#### **4.A. Discussion and statement on certification**

City Administrator Tom Ourada stated that now that the City of Crete is a Certified Local Government (CLG) they will be featured on the Heritage & Historic Preservation page and if the group can have a short statement or paragraph about the history of Crete and why the community wanted to become a CLG. Ourada explained Janet Jeffries is working on a draft and that any comments on the statement need to be sent to him and not reply all on any email since that would be in violation of the Open Meetings Act.

Ourada explained that before the City of Crete could become a Certified Local Government the City had to modify an ordinance, and after it was enacted by the City Council it was sent back to Kelli Bacon, Certified Local Government Outreach Easement Coordinator with the Nebraska State Historical Society.

#### **4.B. Disseminate materials**

City Administrator Tom Ourada disseminated resources on Design Review, Guidelines on Flood Adaptations For the Rehabilitation of Historic Buildings, Metals in America's Historic Buildings, Federal Tax Credits for Rehabilitating Historic Buildings, and Preservations Briefs. There was a discussion about where to have a library of public resources of the original records. It discussed having the records at City Hall and creating an inventory. Ourada will reach out to Kelli Bacon and ask her if there is an inventory of materials.

#### **4.C. Strategy session on future course of action**

City Administrator Tom Ourada explained that when there are emails sent out the commission members have to be careful with replying all because that would be a violation of the Open Meetings Act. Communications can be emailed to Tom Ourada the Historic Preservation Commission Director, and he can disseminate the information.

Ourada explained that the Mayor or City Administrator shall determine the items that will be placed on or removed from an agenda. Only the chairperson of a committee, commission, or board may request agenda items be placed on or removed from an agenda. The commission also can't vote on anything that is not an action item on the agenda.

Commission chair Tom King stated that Janet Jeffries will be presenting at the March meeting on the background and general Crete information. Janet will send the presentation to Ourada and then the commission.

King shared the City of Lincoln's Historic Preservation Commission website with the commission and stated he would send Ourada some other websites so that he could email those links. There was discussion about creating a page with pages on the City of Crete website.

**5. Petitions - Communications - Resident Concerns**

**6. Officers' Reports**

**7. Adjournment**

Jennifer Robison motioned and Scott Kuncl seconded to adjourn the meeting.

Jennifer Robison: Aye, Scott Kuncl: Aye, Tom King: Aye

Aye: 3 No:0

## CLG Annual Report – 2024

Each CLG shall submit an annual report of commission activities during the previous calendar year.

Please submit completed reports by March 31, 2025 to:  
Kelli Bacon, Certified Local Government Coordinator, [kelli.bacon@nebraska.gov](mailto:kelli.bacon@nebraska.gov)  
Nebraska State Historical Society  
State Historic Preservation Office

Municipality:

Date:

**Please answer the following questions based on commission activities during calendar year 2024 (January 1, 2024 through December 31, 2024).**

### Ordinance and Commission

|     |    |   |
|-----|----|---|
| Yes | No | Were amendments made to the local ordinance? If so, please describe the changes and attach a copy of the amendment. |
| Yes | No | Did the commission have at least five (5) members (full membership)? If not, please explain.                        |

List all current commission members. Identify members who meet professional qualification standards and in what area they qualify (history, architectural history, architecture, landscape architecture, archeology, planning, urban design, folklore, curation, conservation, American studies, American civilization, cultural geography or cultural anthropology or related disciplines).

|     |    |  |
|-----|----|--|
| Yes | No | Were any new members added to the commission? If yes, please attach resume(s). |
|-----|----|--|

How many meetings did the commission hold during the previous calendar year? What were the dates of the meetings?

|     |    |  |
|-----|----|--|
| Yes | No | Did the commission meetings comply with open meeting act requirements? |
|-----|----|--|

- |     |    |  |
|-----|----|--|
| Yes | No | Did the commission prepare agendas and minutes of the meeting?   |
| Yes | No | Did the commission/staff send meeting minutes sent to SHPO in a timely manner? If not, please attach.  |
| Yes | No | Did any commission members attend educational trainings pertaining to historic preservation as it relates to CLG program activities, duties, and requirements? If yes, please list the commission member(s), program(s), date(s), and location(s). |

**Staff**

Who within local government provides staffing to the commission? Please list name and title.

What are the duties and responsibilities of this person?

- |     |    |  |
|-----|----|--|
| Yes | No | Did any staff members attend educational trainings pertaining to historic preservation as it relates to CLG program activities, duties, and requirements? If yes, please list the staff member(s), program(s), date(s), and location(s). |
|-----|----|--|

**Survey/Evaluation**

- |     |    |  |
|-----|----|--|
| Yes | No | Did the commission or staff conduct any survey activities? If yes, list the number of contributing or individual properties added to the local government's survey and inventory. Please attach any updated surveys/inventories. |
|-----|----|--|

**Local Landmark Designation / National Register of Historic Places**

How many properties were locally landmarked? Please list.

How many landmarks were delisted? Please list.

How many requests did the CLG receive for National Register nominations and/or technical assistance from property owners or their representative? Please list the type of request and name of properties.

Yes      No      Did the commission/staff prepare any National Register nominations? If yes, please list the name of each nomination.

Yes      No      Did the commission/staff review or act upon any National Register nominations from other sources? if yes, please list the name of each nomination.

Yes      No      Did the commission/staff prepare any "Part 1" applications for tax certification? If yes, please list each property.

**Planning**

Yes      No      Did the commission/staff develop or initiate any local plans including comprehensive planning elements, preservation plans, zoning regulations, etc? If yes, please describe.

Yes      No      Did the commission/staff consult the Nebraska State Historic Preservation Plan in the development of these planning activities? Please describe.

**Public Participation/Public Education**

Yes      No      Did the commission/staff conduct or initiate any educational projects, programs, publications, or activities? If yes, please list and describe

Yes      No      Does the commission have a website? If so, what is the address? What documents and other information are available?

**Other Activities**

- |     |    |  |
|-----|----|--|
| Yes | No | Did the commission/staff forward any Valuation Incentive Program applications to SHPO? If yes, list each property.   |
| Yes | No | Did the commission/staff forward any Nebraska Historic Tax Credit applications to SHPO? If yes, list each property.  |
| Yes | No | Did the commission/staff forward any federal historic tax credit applications to SHPO? If yes, list each property.   |
| Yes | No | Did the commission/staff review and comment on any Federal undertakings (Section 106)? If yes, list how many and identify which Federal program/agency (CDBG, USDA, etc.)  |
| Yes | No | Did the commission/staff review any financial or other incentives for property owners for conformance to historic preservation standards? If yes, please list and explain. |
| Yes | No | Did the commission/staff review any cases or design review or demolition? If yes, please list and explain.   |

**Local Preservation Issues / Goals**

What were the preservation commission's most significant issues discussed, problems encountered, or accomplishments this previous calendar year?

What are your local historic preservation goals for this current calendar year?

Are there any specific areas or issues where your commission could use greater technical assistance from SHPO?

In what areas would the commission like to see additional training provided by the SHPO? How would you like to see the training delivered?

In what other ways can SHPO better assist the commission?