

**Historic Preservation Commission Meeting**  
**Wednesday, October 22, 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. Consent Agenda**

- All items listed on the consent agenda will be approved by one motion and vote. No separate discussion of these items will occur unless the Mayor, a Councilmember, or a citizen so requests. If such a request is made, the item will be moved out of the consent agenda and considered separately.

**3.A. Approve Meeting Minutes**

- 3.A.1. September 30th, 2025 Meeting Minutes

**4. 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.

**4.A. New Business**

- 4.A.1. Local Landmark Designation Request Form

**4.B. Discussion on the Historic Preservation Commission public information meeting that will take place on Sunday, October 26th, 2025 at the Crete Carrier Room**

**4.C. Old Business**

**5. 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.

**6. 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.

**6.A. Chairperson's Report**

**6.B. Director's Report**

## 7. 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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## HISTORIC PRESERVATION COMMISSION MEETING

September 30<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	Present
Jennifer Robison	Present
Thom Reeves	Present
Scott Kuncl	Present
Tom King	Present

##### 3. Consent Agenda

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

###### 3.A.1. August 26th, 2025 Meeting Minutes

Thom Reeves motioned, and Janet Jeffries seconded to approve the August 26th, 2025 meeting minutes.

Jennifer Robison: Aye, Scott Kuncl: Aye, Tom King: Aye, Janet Jeffries: Aye, Thom Reeves: Aye

##### 4. Items of Business

###### 4.A. New Business

#### **4.A.1. Discussion on the Historic Preservation Commission public information meeting that will take place on Sunday, October 26th, 2025 at the Crete Carrier Room**

Historic Preservation Commission Chair Tom King stated that this discussion item is to go over what they want to do and how to plan for the Sunday, October 26th, 2025 meeting at the Crete Carrier Room. King further explained that the idea is to share with the community the fact that they are a commission and now operating, have guidelines from the city and state.

Janet Jeffries added that having someone discuss the commission, introduce the members, and give an overview of the community to get everyone excited of the history of Crete. Jeffries explained that they could have some displays of pictures and maps and have snacks.

City Administrator Tom Ourada stated that this meeting could be like an open house. Ourada explained that he could start by telling everyone that they started in 2017 and it took 7 years to get the commission created and ordinances in place. Then Tom King could explain that his is the Chair of the commission and give information on the meetings. Janet Jeffries could give more global background information on the Historic Preservation Commission. Jeffries will give Ourada pictures and he will have them printed. The City will also help with advertising with flyers and on social media.

Jennifer Robison added that they could also include contemporary and historical homes. Ourada asked Robison if she could talk about her house and Robison stated she could. The next meeting will be Wednesday, October 22nd, 2025 at 7:00 p.m.

#### **4.B. Old Business**

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

#### **6. Officers' Reports**

##### **6.A. Chairperson's Report**

##### **6.B. Director's Report**

#### **7. Adjournment**

Jennifer Robison motioned, and Scott Kuncl seconded to adjourn the meeting at 7:56 p.m.

Jennifer Robison: Aye, Scott Kuncl: Aye, Tom King: Aye, Janet Jeffries: Aye, Thom Reeves: Aye

# Historic Preservation Commission City of Crete, Nebraska Local Landmark Designation Request Form

Application date: \_\_\_\_\_

## 1. Name of Property:

Current Name \_\_\_\_\_

Historic Name \_\_\_\_\_

## 2. Location:

Street Address \_\_\_\_\_

City: Crete                      State: Nebraska                      Zip: 68333

## 3. Property Owner:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 4. Classification:

a. Ownership of property (*check one*)  private  public

b. Construction date \_\_\_\_\_

c. Category of property/properties (*check one*)  
 building(s)  district  site  structure  object

d. Listed in an existing historic survey? yes \_\_\_\_\_ no \_\_\_\_\_ unknown \_\_\_\_\_

If yes, please note survey title (i.e NeHABS, etc.) date, and site number if applicable \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 5. Physical Description:

*(Use continuation sheets as necessary to describe the property. Include landscape, surroundings/setting, architectural style, number of stories, roof type, building materials, unusual features, interior description if applicable, and alterations to the property through its history.)*

## 6. History of Property:

*(Use continuation sheets as necessary to document the history of the property using Historic Preservation Ordinance criteria. Include original and subsequent use of property, year of construction including any additions or major renovations, architect/builder, association with a person or event significant to Crete's history interesting or pertinent facts. Include a bibliography of sources.)*

**8. Photographs** - *Include historic (if available) and current photographs - black and white, or color*

**7. Additional Documentation included with application:**

*Submit the following items as needed with application form:*

*Note any continuation sheets.*

*Maps - may include sketch map of property, or city map showing historic district.*

**8. Form prepared by:**

Name \_\_\_\_\_  
Street and Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

*Return completed form to:*

**The Office of the Director of Historic Preservation/City Administrator  
Crete City Hall, 243 East 13<sup>th</sup> St., Crete, Nebraska 68333  
(402) 826-4312 ▲ tom.ourada@crete.ne.gov**

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**FOR HISTORIC PRESERVATION COMMISSION USE ONLY:**

**9. Historic Preservation Commission Action:**

Nomination

\_\_ Accepted

\_\_ Declined Reason \_\_\_\_\_ Date \_\_\_\_\_

**Designation or Recommended for Designation**

\_\_ Accepted/Recommended Date \_\_\_\_\_

\_\_ Declined Reason \_\_\_\_\_ Date \_\_\_\_\_

**10. Crete City Council Action:**

Designation

\_\_ Accepted Date \_\_\_\_\_

\_\_ Declined Reason \_\_\_\_\_ Date \_\_\_\_\_

Please use for additional data or exhibits. Include additional sheets if necessary.