

# PLAN COMMISSION Minutes

## June 21, 2023 Regular Meeting



The meeting was called to order by Chair Paine at 4:05 pm on June 21, 2023 in Government Center Room 201.

### 1 ROLL CALL

**PRESENT:** Jim Paine, Brent Fennessey, Lindsey Graskey, Garner Moffat, Anne Porter

**VIRTUAL:** Laura Gapske

**ABSENT:** Brian Finstad

**CITY STAFF PRESENT:** Director Serck, Tech Becken

**OTHERS PRESENT:** Shelly Nelson, John Ramos, Lippitts, Sarah Beck, Pam Benson, Mathy Manger, Jeff McCaffrey

### 2 APPROVAL OF MINUTES

2.1 Plan Commission Minutes from March 15, 2023

**MOTION to approve March 15, 2023 Plan Commission minutes by Commissioner Graskey, seconded by Commissioner Porter, carried.**

### 3 OLD BUSINESS

### 4 NEW BUSINESS

4.1 Elect Chair and vice chair

Current Chair Paine requested to retain his place as chair of the commission, as is allowable through city ordinance and asked for nominations for vice chair. Commissioner Graskey nominated Anne Porter. Commissioner Porter nominated Commissioner Fennessey and thanked Commissioner Graskey, but withdrew herself from the nomination.

**MOTION to appoint Commissioner Brent Fennessey as vice chair by Commissioner Moffat, seconded by Commissioner Porter, carried.**

4.2 Superior Housing Authority's request to submit a Certified Survey Map for property located at Catlin Courts. CSM 23-01

Chair Paine excused himself to abstain from any discussion or votes that might impact Superior Housing Authority at 4:08. Vice Chair Fennessey took chair. Director Serck explained the purpose of the CSM which is required to clarify the parcels for the large tax-credit programs Superior Housing Authority is undertaking.

**MOTION to approve CSM 23-01 by Commissioner Moffat, seconded by Commissioner Porter, carried.**

4.3 Superior Housing Authority's request to submit an Affidavit as to Certain Vacated Streets and Alleys

Director Serck explained the affidavit request as the Superior Housing Authority working through title work and requiring the physical documentation for the different vacations of streets and alleys that date

back to the 1950's and earlier. As staff has not been able to find the exact originals, the affidavit request will allow the city to assert that the vacations did happen.

**MOTION to recommend the affidavit for approval to the City Council by Commissioner Moffat, seconded by Commissioner Graskey, carried.**

Chair Paine retook the chair at 4:11.

#### 4.4 Lippitt Bluff Buffer Encroachment Request

Director Serck explained the history of bluff buffer requests as laid out by the Plan Commission. He shared the process including the applicant sourcing an engineering firm to help make determinations. City staff also reviewed and recommended the application. Commissioner Paine asked for clarification on what the erosion meant. Director Serck shared the erosion noted in the report was some distance from the proposed building.

**MOTION to approve by Commissioner Fennessey, seconded by Commissioner Porter, carried.**

#### 4.5 Small Business Grants

- a. Polar Tools 23-05 \$6,287.40
- b. AD Financial Planning 23-07 \$1,416.40
- c. Superior Bowling 23-08 \$10,728.90

Tech Becken explained the Quarter 2 applications for Small Business grants in a total of \$18,432.70 with \$73,578 available. Applicants were on site for questions if needed.

**MOTION to approve all three applications by Commissioner Moffat, seconded by Commissioner Fennessey, carried.**

#### 4.6 Scenery and Home Superior Landscape Grant Update

Tech Becken gave a brief update about the grant. 350 applications were submitted with 8 disqualified due to not meeting requirements (within the City, owning home, etc). Staff is currently reviewing applications and will plan to have recommendations at the July Plan Commission meeting. Councilor Van Sickle shared gratitude and excitement with the commission as the pilot program has the potential to do exciting work with green infrastructure when handling storm water and has received notice from state level entities.

## 5 RECURRING BUSINESS

## 6 ADJOURNMENT

**Meeting adjourned at 4:20**

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Respectfully submitted by Stephanie Becken.