

**AGENDA FOR PLAN COMMISSION MEETING  
SUPERIOR, WISCONSIN  
Wednesday, June 16, 2021  
4:00 p.m. – Government Center, Board Room 201**

**ROLL CALL**

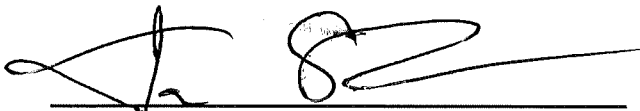
**APPROVAL OF MINUTES**            May 19, 2021

**NEW BUSINESS**

1. Administrative request to submit a Certified Survey Map for property location near Bardon Avenue and North 28<sup>th</sup> Street. CSM 21-02
2. Review of a bluff buffer appeal from Dan Brown for his property at 408 36<sup>th</sup> Avenue East.
3. Follow-up discussion on changes to the Small Business Grant Program.

**OTHER BUSINESS**

**ADJOURNMENT**



Jason Serck  
Planning, Economic Development & Port Director

"Notice is hereby given that a majority of the members of the common council may be present at the meeting, and although this may constitute a quorum of the common council, the council will not take any action at this meeting."

*In compliance with Wisconsin Open Meetings Law, this agenda was: Posted, mailed and faxed to media June 11, 2021*

The City of Superior complies with the Americans with Disabilities Act of 1990. If you need accommodations to participate in public meetings, contact the City Clerk's Office at (715)395-7200 before 4:30 p.m. on the day prior to the scheduled meeting. The City will try to accommodate any request depending on the amount of notice we receive. TTY 715-395-7521.

**PLAN COMMISSION MEETING MINUTES  
CITY OF SUPERIOR  
Wednesday, May 19, 2021**

The Plan Commission Meeting for the City of Superior was called to order by Mayor Paine at 4:00 p.m. in Board Room 201.

**ROLL CALL**

Members present: Mayor Jim Paine, Tylor Elm, Anne Porter, Brent Fennessey, Lindsey Graskey, Brian Finstad, Dave Strum, Dennis Dalbec

Members excused: Anthony Scalvi

Staff present: Jason Serck, Allison Johnson

Others present: Shelley Nelson, Frog Prell, Bob Toftey, Sean Lentz, Ryan Nelson, Jessica Matson, Mike Barker

There being a quorum present, the meeting was in order.

**APPROVAL OF MINUTES**

**MOTION by Commissioner Dalbec, seconded by Elm, and carried to unanimously approve the minutes of April 21, 2021.**

**NEW BUSINESS**

1. Public Hearing

- a. Resolution of the Plan Commission of the City of Superior Approving the Project Plan and Establishing Boundaries for Tax Incremental District No. 16 City of Superior, Wisconsin and Recommendation for the Creation Thereof
- b. Resolution of the Plan Commission of the City of Superior Approving the Project Plan and Establishing Boundaries for Tax Incremental District No. 17 City of Superior, Wisconsin and Recommendation for the Creation Thereof

Sean Lentz, with Ehlers, gave a presentation on the summary of Tax Increment Financing Districts and their creation. He also gave a brief overview of the projects planned for both TIF 16 and 17.

**Commissioner Fennessey arrived at 4:13pm, their still being a quorum the meeting continued.**

Planning, Economic Development and Port Director Serck added that the planned project for TIF 17 will be a 120 unit apartment building with anticipated construction starting summer of 2021 and completed by end of 2022. There have been additional discussion about improving and adding sidewalks in the area and talks on how to improve circulation and connectivity with the elementary school nearby. Commissioner Fennessey asked for clarification on the item referencing the use of the City's General Fund to front costs for sidewalk improvements in TIF 17. Commission Porter asked for clarification on the inclusion of a portion of Highway 2 on TIF 16. It was noted that it was necessary for created a contiguous district with connectivity and also whole parcels needs to be included when created a TIF.

Mayor Paine opened the public hearing on the resolutions of the Plan Commission of the City of Superior approving the project plan and establishing boundaries for Tax Increment Financing District No. 16 and 17 City of Superior, Wisconsin and recommendations for the creation thereof. No one spoke for or against the resolutions. The public hearing closed.

**MOTION by Commissioner Dalbec, seconded by Elm, and carried to unanimously approve the Resolution of the Plan Commission of the City of Superior Approving the Project Plan and Establishing Boundaries for Tax Incremental District No. 16 City of Superior, Wisconsin and Recommendation for the Creation Thereof.**

**MOTION by Commissioner Porter, seconded by Fennessey, and carried to unanimously approve the Resolution of the Plan Commission of the City of Superior Approving the Project Plan and Establishing Boundaries for Tax Incremental District No. 17 City of Superior, Wisconsin and Recommendation for the Creation Thereof**

2. Review and approval of small business grant application from Serenity Spa & Salon. SBGP 21-10

Commissioner Elm asked for clarification if any new equipment was being purchased or if this was purchasing equipment that is already located on site. Serck mentioned that the purchase was for existing equipment and no new equipment is being purchased for this project. He added that this was a business transfer and that this is more of a business retention type of project rather than improvement, which does fit into the current guidelines of the program but is the first of its kind that has been reviewed.

**MOTION by Commissioner Dalbec, seconded by Graskey, and carried to unanimously approve the small business grant application for Serenity Spa and Salon.**

3. Review and approval of small business grant application from Black Fox Salon Studio. SBGP 21-11

**MOTION by Commissioner Dalbec, seconded by Elm, and carried to unanimously approve the small business grant application for Black Fox Salon Studio.**

4. Review and approval of small business grant application from Roydan Rentals. SBGP 21-12

**MOTION by Commissioner Fennessey, seconded by Dalbec, and carried to approve by roll call vote the small business grant application for Roydan Rentals. Paine – Y, Fennessey – Y, Graskey – Y, Finstad – Y, Strum – Y, Elm – Y, Porter – Abstained, Dalbec – Y.**

5. Discussion on Small Business Grant Program

Commissioners had an open discussion on possible changes to the program in anticipation of funding being depleted on June 1, 2021. The discussion is summarized below.

- Elm suggested dividing up funds between new/existing businesses. Thinks that the program should be used to improve/beautify businesses.
- Porter asked if we could request for more funds for the remainder of the year.
- Paine confirmed that requesting more funds is an option, with council involvement. Paine suggested that the program identify that projects must be a new investment, and if items are purchased they need to be something that is not currently on site so that it is a tangible

Plan Commission  
May 19, 2021

- improvement to the property and value of the business.
- Fennessey raised concerns about this becoming a maintenance fund for existing businesses rather than business expansion and improvement.
  - Porter countered that infrastructure upgrades do increase values. She suggested only infrastructure changes that require a building permit could be used as a way to determine eligibility.
  - Serck brought up potentially changing the grant amounts.
  - Dalbec suggested lowering the maximum grant cap.
  - Elm thinks that infrastructure improvements with tangible increase in property values weigh heavier than other uses of the funds.
  - Graskey questioned doing a quarterly allocation and reviewing all of the applications at the same time for that quarter.
  - Paine added that commissioners have brought that up in the past. It is certainly one way to run a grant program and is common in the non-profit sector. It is more challenging to do so in the business sector as opportunities and projects are generally faster paced.
  - Fennessey likes the idea of reviewing several at one time and being able to compare and determine grant amounts to give to applicants. He also suggested setting aside funds for new businesses to review as they come in, and scheduling “grant days” for existing businesses and reviewing quarterly.
  - Porter suggested doing an anonymous review so that the names of the business are not included to be impartial in reviewing. Also said that a scoring system would likely need to be created to determine project ranking.
  - Strum asked if they should consider their “as need” status and use that when determining grant amounts and eligibility.
  - Paine finished with adding that he and planning staff would drafts some possible amendments to the program and present them at the next plan commission for them to discuss.

### OTHER BUSINESS

### ADJOURNMENT

**The meeting adjourned at 5:05 p.m.**

Respectfully Submitted by:  
Allison Johnson  
Planning Technician  
City of Superior

Plan Commission  
May 19, 2021

Date: June 9, 2021

Plan Commission: June 16, 2021

# MEMORANDUM

TO: Honorable Mayor Paine and Members of the Plan Commission

FROM: Jason Serck  
Economic Development, Planning & Port Director JS115

RE: Administrative Request to Submit a Certified Survey Map

NUMBER: CSM 21-02

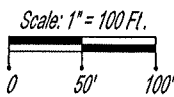
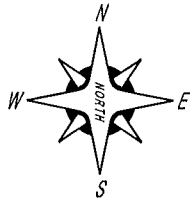
INTRODUCTION - City Administration is requesting to submit a certified survey map for property located northwest of Bardon Avenue and North 28<sup>th</sup> Street, often referred to as The Old Children's Home site.

BACKGROUND - The certified survey map is being submitted in order to consolidate parcels in preparation for sale of the land to P & R Properties as outlined in the project plan for the creation of Tax Increment Finance District 17.

CONCLUSION – Please approve the certified survey map.

# Certified Survey Map No. \_\_\_\_\_

Located in part of the Southeast Quarter of the Southwest Quarter  
 Section 24, T49N, R14W, City of Superior, Douglas County, Wisconsin



The south line of the SW1/4 bears  
 N89°33'36"W and is referenced to the  
 Douglas County Coordinate System.

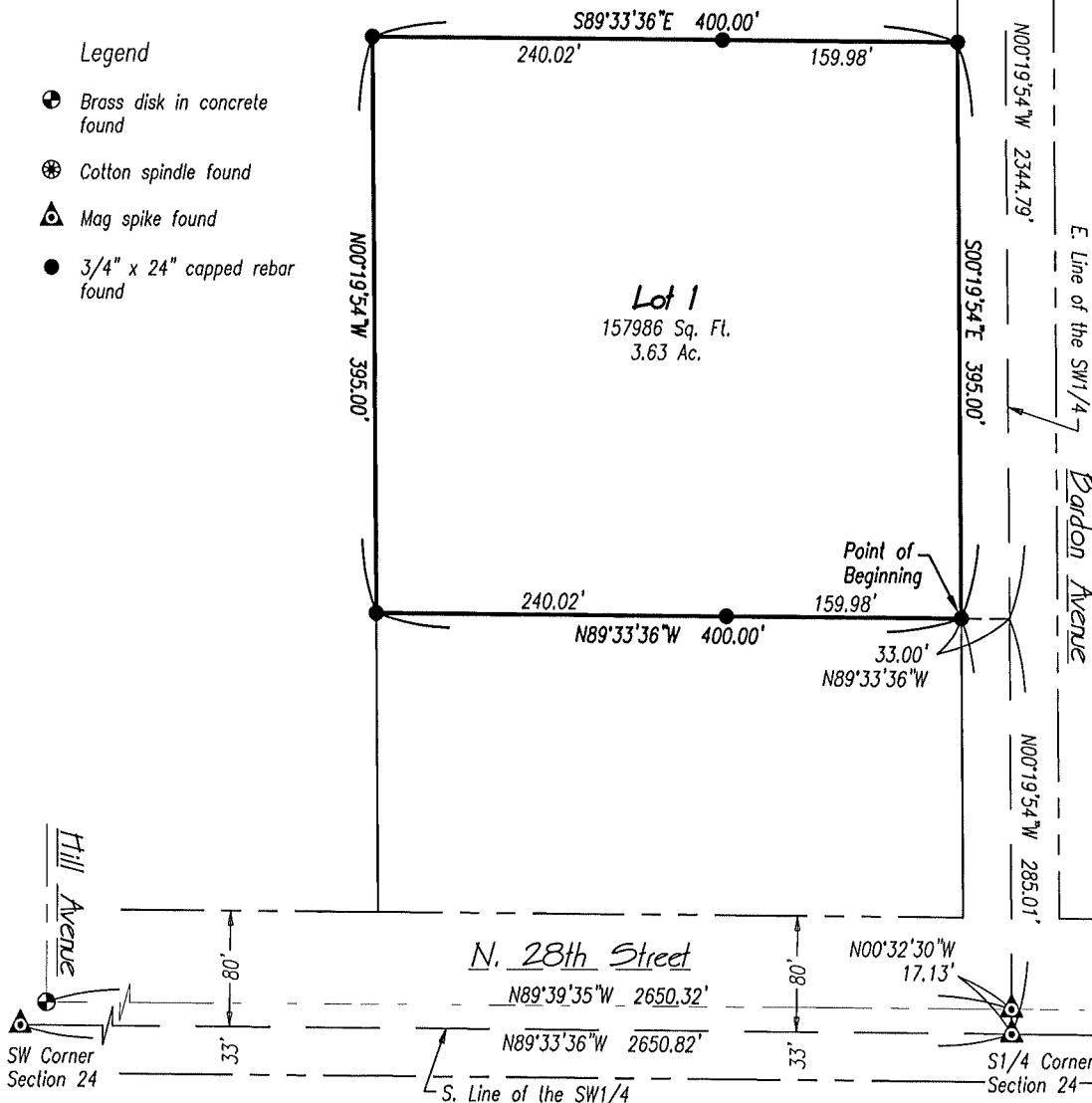
**Surveyor's Notes:**

The Public Land Survey monuments necessary for this survey  
 were recovered as shown. The witness ties were verified  
 with the most recent monument records for each corner.

The fieldwork for this survey was completed on 5/24/2021.

Center of  
 Section 24

- Legend**
- ⊕ Brass disk in concrete found
  - ⊗ Cotton spindle found
  - ⚠ Mag spike found
  - 3/4" x 24" capped rebar found



Volume Pages

Cornerstone Surveying and Mapping, Inc.  
6637 South Woodland Trail  
Lake Nebagamon, WI 54849  
715-374-2331 218-393-9728

# Certified Survey Map No. \_\_\_\_\_

Located in part of the Southeast Quarter of the Southwest Quarter  
Section 24, T49N, R14W, City of Superior, Douglas County, Wisconsin

## Surveyor's Certificate

I, William G. Anderson, Professional Land Surveyor, hereby certify that:

That part of the Southeast Quarter of the Southwest Quarter of Section 24, Township 49 North, Range 14 West, City of Superior, Douglas County, Wisconsin described as follows:

Commencing at the South Quarter Corner of said Section 24; thence North 00 degrees 19 minutes 54 seconds West, along the east line of said Southwest Quarter, a distance of 285.01 feet; thence North 89 degrees 33 minutes 36 seconds West a distance of 33.00 feet to the west right of way line of Bardon Avenue and the Point of Beginning; thence continuing North 89 degrees 33 minutes 36 seconds West a distance of 400.00 feet; thence North 00 degrees 19 minutes 54 seconds West a distance of 395.00 feet; thence South 89 degrees 33 minutes 36 seconds East a distance of 400.00 feet to the west right of way line of said Bardon Avenue; thence South 00 degrees 19 minutes 54 seconds East, along said right of way line a distance of 395.00 feet to the Point of Beginning.

Subject to and together with all valid easements, restrictions, reservations and rights of the public, if any.

I have surveyed, divided and mapped the land described under the direction of the City of Superior, owner.

This map is a correct representation of all exterior boundaries of the land surveyed and the division of that land.

I have fully complied with Chapter 236.34 of the Wisconsin Statutes and the subdivision ordinance of the City of Superior in surveying, dividing and mapping this land.

Dated this 7th day of June, 2021.

\_\_\_\_\_  
William G. Anderson  
Professional Land Surveyor, No. S-2547

Office of the Register of Deeds  
Douglas County, Wisconsin  
Received for Record

\_\_\_\_\_, 2021

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

at \_\_\_\_\_ O'clock \_\_\_\_ M.

as Document No. \_\_\_\_\_

C.S.M. Volume \_\_\_\_\_, Pages \_\_\_\_\_

\_\_\_\_\_  
Jason Serck  
Planning and Development Director

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Register of Deeds

Volume  
Page

Date: June 9, 2021

Plan Commission Date: June 16, 2021

# MEMORANDUM

**TO:** Honorable Mayor Paine and Members of the Plan Commission

**FROM:** Jason Serck, Economic Development, Planning & Port Director

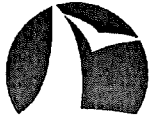
**RE:** Bluff buffer appeal from Dan Brown, 408 36<sup>th</sup> Avenue East

INTRODUCTION - The Department of Planning and Development has received an appeal from Dan Brown for his property at 408 36<sup>th</sup> Avenue East. The appeal is to build an accessory structure within the required bluff buffer as outlined in the City Code of Ordinances, Chapter 122, Zoning, Division 2.1 – Water Quality and Wetland Protection Standards.

BACKGROUND- Mr. Brown has been searching for options to build 24 x 26' accessory structure on his property. With setback relief and the required slope assessment report, site plan, and appeal to safely build within the buffer area Mr. Brown has met the requirements of the bluff buffer ordinance.

CONCLUSION - Please review and approve the attached appeal.





**SUPERIOR**

W I S C O N S I N

Living up to our name.

**Planning & Development**

Phone: (715) 395-7335  
Fax: (715) 395-7292  
TDD: (715) 395-7521  
Website: www.ci.superior.wi.us  
Email: planning@ci.superior.wi.us

Jason Serck  
Planning, Economic Development  
& Port Director  
1316 North 14<sup>th</sup> Street  
Superior, WI 54880

**APPLICATION FORM**

*Water Quality and Wetland Protection Appeal*

This appeal process refers to requirements outlined in the City Code of Ordinances, Chapter 122, Zoning, Division 2.1 – Water Quality and Wetland Protection Standards.

Applicant Name & Address: DANIEL BROWN  
408 36th AVE E  
SUPERIOR WI 54880

Applicant Telephone: 715-398-0199

Applicant Email: dan40836@CHARTER.NET

Address of Appeal Request: 408 36th AVE EAST SUPERIOR WI

Is the Applicant the Current Property Owner?  Yes or No

Legal Description of Property: TOWNSITE OF SUPERIOR E54 S7 BL15  
PARCEL # 10-810-00838-00

Type of Appeal Submitted (Select all that apply):

Stream Buffer Encroachment

Bluff Buffer Encroachment

Wetland Buffer Encroachment

Reason for appeal: WANT TO BUILD AN ACCESSORY BUILDING

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\*\*\* Appeals will be reviewed monthly at the standing Plan Commission meeting with final approval by the City Council.

Submit with this application all required plans, reports, drawings and/or delineations as required for your specific property to:

City of Superior - Planning Department  
1316 North 14<sup>th</sup> Street, Ste 210  
Superior, WI 54880

Or by email to: [Planning@ci.superior.wi.us](mailto:Planning@ci.superior.wi.us)



Consulting Engineers P.A.

91 Main St. Superior, WI 54880 715.718.2193

# Memo

To: City of Superior  
From: Noah Tapper  
cc: Dan Brown  
Date: 05/06/2021  
Re: 408 36<sup>th</sup> Ave. E. Garage

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## Introduction:

This memo has been prepared in support of Mr. Brown's request to construct a 26' x 24' outbuilding on his property at 408 36<sup>th</sup> Ave East, within the City of Superior. The available space is either within the bluff or within 75 feet of the bluff. Existing slopes are between 3:1 and 4:1

## Construction Sequencing:

The following sequence of construction has been proposed to maintain stability from an erosion and sediment control standpoint and to protect downstream resource areas and bluff stability during construction. Place silt fence around the proposed grading areas.

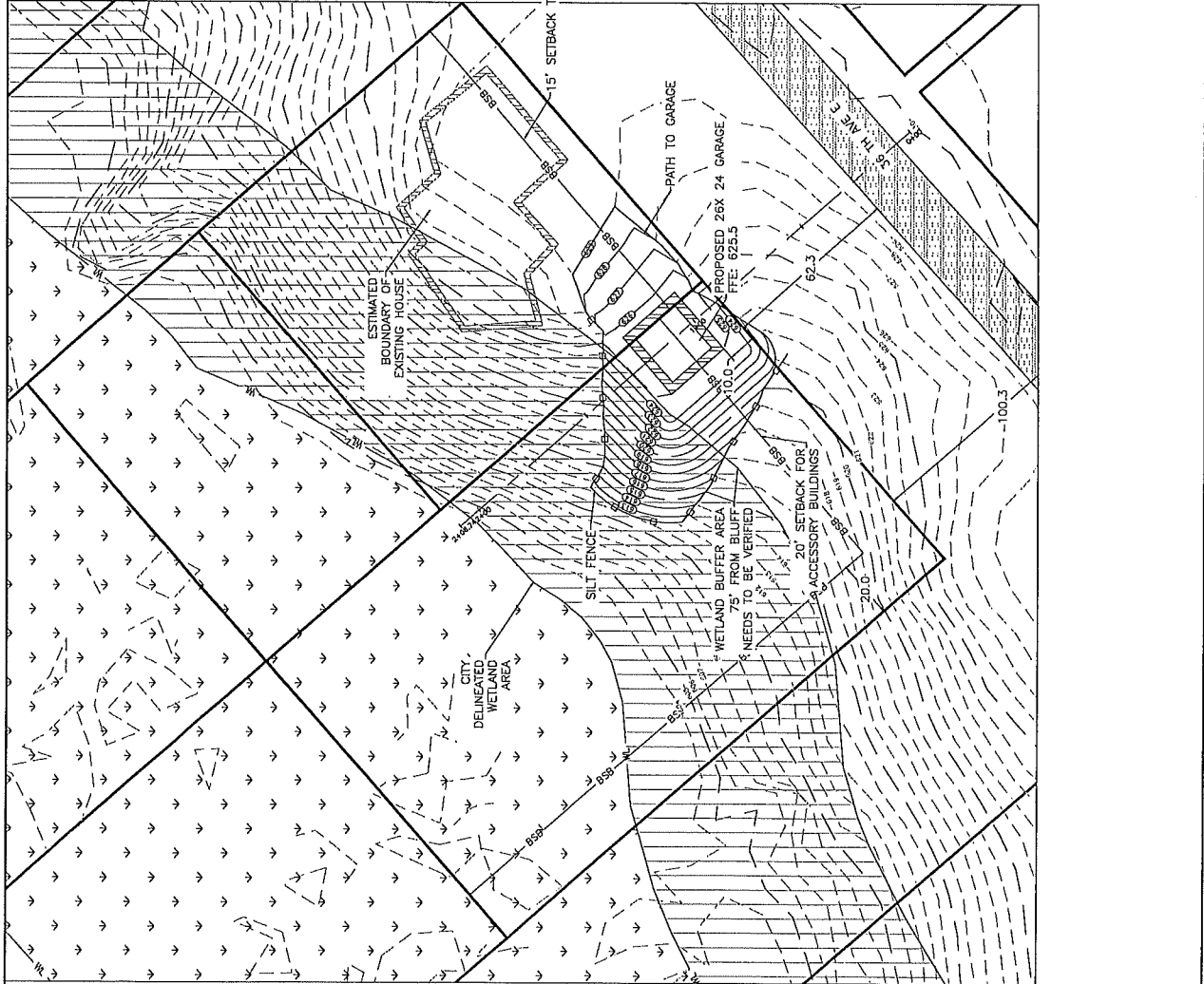
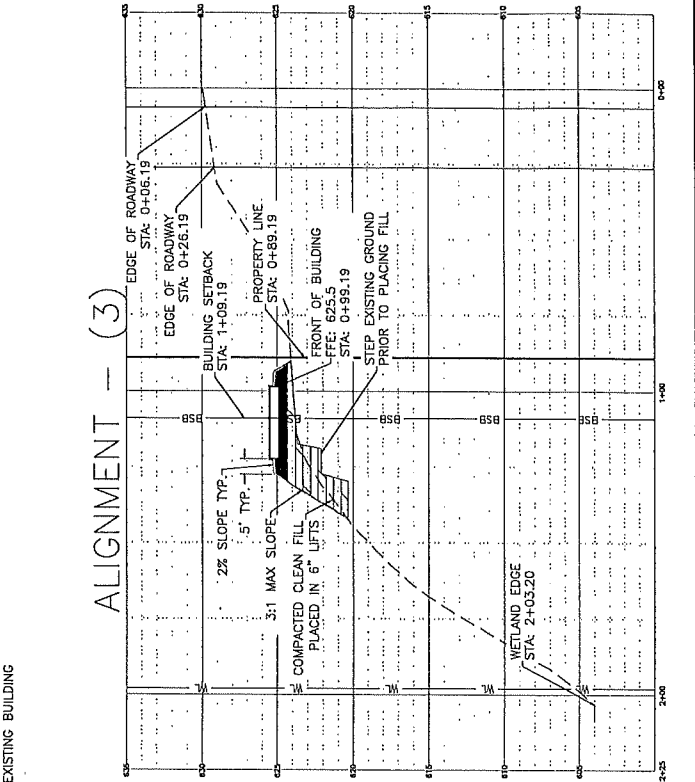
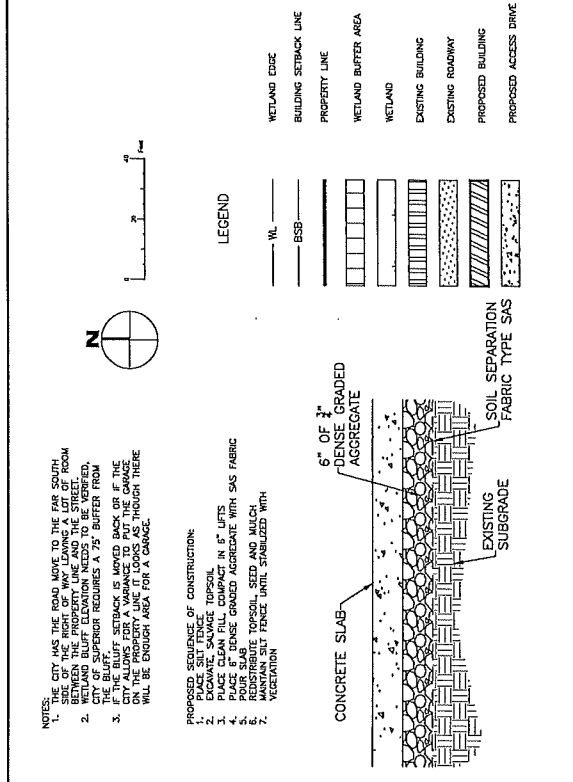
1. Excavate project area.
  - a. Salvage and store topsoil.
2. Place clean fill where grade needs to be raised to slab grade.
  - a. Compact clean fill in 6" lifts
3. Place 6" dense graded aggregate with SAS fabric
4. Pour slab.
5. Redistribute salvaged topsoil, and seed and mulch disturbed areas.
6. Maintain silt fence until stabilized with vegetation.

## Foundation Requirements:

The foundation for the proposed garage is located within the 75-foot bluff buffer with grading to match existing ground. This grade will extend downward to tie into undisturbed area at no more than a 3:1 slope to maintain soil stability and create a smooth transition to existing ground. The average fill, which considers slope stability, site topography, and accessibility, averages approximately 1-foot to subgrade elevation. A minimum of 8 inches should be removed from existing ground for preparation of subgrade beneath the proposed outbuilding and replaced with clean granular fill compacted in 6" lifts. In addition,

the existing ground should be stepped and filled to eliminate any tendency for slippage on the clay/imported sand interface. This is shown schematically on the attached plan sheet. From the foundation there will be a 5-foot slope buffer around the garage sloped away at approximately 2 percent to provide positive drainage away from the proposed structure. Subgrade for the foundation shall consist of 6-inches of 1-1/4 inch dense graded base course over granular fill. The attached plan sheet details the plan view, sectional view, and materials specified.

REV.	DESCRIPTION	DATE

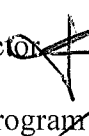


Date: June 11, 2021

Plan Commission Date: June 16, 2021

# MEMORANDUM

TO: Honorable Mayor Paine and Members of the Plan Commission

FROM: Jason Serck, Economic Development, Planning & Port Director 

RE: Follow-up discussion on changes to Small Business Grant Program

Potential changes to the Small Business Grant Program were discussed at the May 19<sup>th</sup>, 2021 Plan Commission meeting. At the direction of the Plan Commission, Planning staff have outlined potential restructuring options for the program.

- A quarterly review of applications with \$50,000 of grant funding available for disbursement each quarter.
  - Projects/applications would be reviewed and weighed against each other based on merit. A scoring system would need to be created.
  - Example timeline of a quarterly review:
    - Applications accepted January 1-March 30
    - Review at April Plan Commission
    - Final approval at May Council meeting
- Edit the list of eligible expense for grant funds.
- Lower the grant cap or adjust the sliding scale.
- Consider a different grant amount, process and timeline for new business applications.

Please take a moment to review these suggestions and provide feedback for the restructuring of the program.

As always, if you have any questions, please do not hesitate to ask. Thank you for your time.