

**PLAN COMMISSION MEETING MINUTES  
CITY OF SUPERIOR  
Wednesday, June 16, 2021**

The Plan Commission Meeting for the City of Superior was called to order by Mayor Paine at 4:06 p.m. in Board Room 201.

**ROLL CALL**

Members present: Mayor Jim Paine, Tylor Elm, Anne Porter, Brent Fennessey (via telephone), Lindsey Graskey, Brian Finstad, Dave Strum,

Members excused: Anthony Sclavi, Dennis Dalbec

Staff present: Jason Serck, Allison Johnson

Others present: Shelley Nelson, Dan Brown

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

**APPROVAL OF MINUTES**

**MOTION by Commissioner Elm, seconded by Graskey, and carried to unanimously approve the minutes of 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

Planning, Economic Development and Port Director Serck briefly reminded the commissioners of the Bardon Avenue apartment project proposed by P & R Properties along with the creation of Tax Increment District 17. The CSM is used to combine parcels into one parcel with a clean title and should lead to a smooth transfer of property.

**MOTION by Commissioner Strum, seconded by Elm, and carried to unanimously approve the Administrative request to submit a Certified Survey Map for property location near Bardon Avenue and North 28<sup>th</sup> Street.**

2. Review of a bluff buffer appeal from Dan Brown for his property at 408 36<sup>th</sup> Avenue East.

Serck mentioned that Mr. Brown originally came to the plan commission several months ago with an interest in vacating a portion of the right-of-way to build an accessory structure. He was advised to work through the bluff buffer appeal process. The report obtained from AMI Consulting Engineers outlined a plan to safely build an accessory structure on his property without adverse effect to the bluff. Mr. Brown's appeal meets all the requirements as outlined in the ordinance.

**MOTION by Commissioner Finstad, seconded by Porter, and carried to unanimously approve the 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.

Commissioners had an open discussion on proposed restructuring of the grant program. The discussion is summarized below.

- Mayor Paine suggested transitioning to a program that reviews and approves applications quarterly. Each quarter there would be ¼ of the total program budget available for applicant's grants. This would add some time to the review process which could be detrimental to some projects, specifically new business applications, but the existing business owners should be able to accommodate the new review dates.
- Elm raised concerns about the timeline of review and asked if we should separate new business applications from the existing and review them as they come in rather than quarterly.
- Serck added that the Superior BID and Development Association have grant/funding options available too, so we could certainly refer to them if a certain project might not be a good fit for our program/timeline.
- Porter suggested altering the timeline to accommodate an earlier review date as to not delay further through the approval process. An example of that would be applications accepted January 1-March 1, reviewed at the March Plan Commission meeting and final approval the first council meeting in April.
- Fennessey confirmed that if a new business or unique opportunity is proposed to the City we could still use the Development Fund for incentives for that new business.
- Paine brought up the question of dealing with remaining funds if not all are allocated in a review period. We could roll the remainder over to the next approval period, or the money could return to the Development Fund. This is something we will have to decide on and create City policy to deal with as it comes.
- Paine also mentioned whether the approvals would be an all or nothing type of grant or if they wanted to consider granting less than requested in order to reach more business applicants. It seemed the commissioners would rather lessen grant amounts so that more projects can receive funding.
- Elm and Serck mentioned creating a list or determining priorities for the program. Which type of projects are deemed more valuable and beneficial to the City overall. Elm suggested including that prioritization chart/list in the application so applicants can determine if this grant is a good fit for their project or possibly alter their project accordingly.

Planning staff will draft a new grant program and bring to the next plan commission meeting for review and approval.

### **OTHER BUSINESS**

Mayor Paine said that a new meeting time will likely be proposed at the next meeting for the commissioners to consider.

Mayor Paine said that they will hold a vote next meeting to elect a vice-chair for the times when the Mayor is unable to chair the meeting.

### **ADJOURNMENT**

**The meeting adjourned at 4:40 p.m.**

Respectfully Submitted by:  
Allison Johnson  
Planning Technician  
City of Superior

Plan Commission  
June 16, 2021