

**AGENDA FOR PLAN COMMISSION MEETING  
SUPERIOR, WISCONSIN  
WEDNESDAY, December 19, 2018  
4:00 p.m. – Government Center, Board Room 201**

**ROLL CALL**

**APPROVAL OF MINUTES**                      October 17, 2018

**NEW BUSINESS**

1. Review Recommended Proposed Off Street Parking and Loading Requirements;  
Article VI, Division 3

**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: October 10, 2018

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**PLAN COMMISSION MEETING MINUTES  
CITY OF SUPERIOR  
Wednesday, October 17, 2018**

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: Anne Porter, Dennis Dalbec, Jack Sweeney, Kalee Hermanson, Mayor Jim Paine, Dave Strum, Esther Dalbec

Members excused: Brent Fennessey, Brian Finstad

Staff present: Jason Serck, Allison Johnson

Others present: Shelley Nelson, Jason Waletzko

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

**APPROVAL OF MINUTES**

**MOTION by Commissioner D. Dalbec, seconded by Hermanson, and carried to approve the minutes of September 19, 2018.**

**NEW BUSINESS**

1. James Larson's Request to Submit a Certified Survey Map for the 1400 Block of New York Avenue. (CSM 18-02)

Economic Development, Planning & Port Director Serck explained the CSM request is just to formalize the property division and puts each townhome on an individual parcel. Currently all townhomes are lease options but may be available for purchase in the future.

**MOTION by Commissioner D. Dalbec, seconded by E. Dalbec, and carried, to approve Request to Submit a Certified Survey Map for the 1400 Block of New York Avenue.**

2. Update on parking/loading zoning amendment.

Serck mentioned that Planning staff have been researching parking regulations in other communities to get a better understanding of potential changes that could apply to the Superior zoning code and found that Duluth, MN recently updated their regulations and they align with the direction given by Plan Commissioners at the last meeting. Changes to the parking regulations will likely be ongoing but a good place to start would be to identify certain districts/areas to reduce or remove their parking requirements. For example the downtown commercial districts located on north Tower Avenue and also business districts in East End, Billings Park and South Superior. Commissioner Dalbec suggested businesses work out agreements for shared parking, especially for businesses with contrasting work hours. Commissioner Strum countered that in shared parking

situations someone needs to pay to maintain the parking surface and also consider snow removal costs/responsibilities. Most agreed that parking regulations in some form should still apply to residential neighborhoods. Serck stated that Planning staff would continue to work on amending the regulations and also have the Business Improvement District, the Mayor, and local businesses involved in the discussion to gain a better understanding of business owners' wants and needs. Commissioners can expect to see some proposed changes and also a public hearing on the topic in the coming months.

### **OTHER BUSINESS**


### **ADJOURNMENT**

**The meeting adjourned at 4:20 p.m.**

Respectfully Submitted by:  
Allison Johnson  
Planning Technician  
City of Superior

## MEMORANDUM

To: Mayor Paine and Members of the City of Superior Plan Commission

From: Jason Serck, Director 

Date: 12/14/2018

Re: Off Street Parking and Loading Requirements

Per our discussion a couple of months ago, I am submitting for your review, in add/delete format, recommendations to the Off Street Parking and Loading section of the City of Superior Zoning Code.

This is a very significant change, which in a nutshell, eliminates all street parking requirements for non-residential uses. It maintains requirements for multifamily (duplex and above) residential uses.

Please take a look and let me know if you have any questions or comments before the meeting.

As always, thanks for your time.

### DIVISION 3. - OFF-STREET PARKING AND LOADING

Sec. 122-697. - Determination of required off-street parking and loading spaces; definitions.

- (a) The regulations contained in this division and the schedule of off-street parking and loading spaces, appended to this article, shall be used to determine required parking and loading spaces.
- (b) The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Loading space* means a dustless, durable, concrete or asphalt, hard surfaced area of adequate size for the delivery vehicles expected to be used, logically and conveniently located for bulk pickup and delivery, readily accessible when required parking spaces are filled, which shall be located totally outside of any street or alley right-of-way.

*Parking space* means a dustless, durable, concrete or asphalt, hard surfaced area adequate for parking an automobile with room for opening doors on both sides, together with a clear, properly related access to a public street or alley and maneuvering room, which shall be located totally outside of any street or alley right-of-way. A dustless, durable, concrete or asphalt, hard surface shall not be required of single-family housing. (Also see section 122-1, definitions.)

(Zoning Ord. § 2-26; Ord. No. O92-2686, 10-6-1992; Ord. No. O97-3029, 7-1-1997)

~~Sec. 122-698. - Rules for computation of parking spaces.~~

~~In computing the number of parking spaces required by this article, the following rules shall govern:~~

- ~~(1) The term "floor area" shall mean the gross floor area of the specific use.~~
- ~~(2) Where fractional spaces result, the parking spaces required shall be construed to be the next whole number.~~
- ~~(3) The parking space requirement for a use not specifically mentioned herein shall be the same as required for a use of similar nature as determined by the public works department, community development director/designee, or planning department.~~
- ~~(4) Whenever a building or use is enlarged to the extent of 50 percent or more in floor area or in the area used, such building or use shall then and thereafter comply with the parking requirements set forth in this division for the entire use.~~
- ~~(5) In the case of mixed or joint uses, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.~~

(Zoning Ord. § 2-27)

Sec. 122-699. - Parking spaces to be located on same lot; exception.

- (a) All parking spaces required by this article shall be located on the same lot with the building or use served; except that where an increase in the number of spaces is required by a change or enlargement of use or where such spaces are provided collectively or used jointly by two or more buildings or establishments, the required spaces may be located and maintained not to exceed 300 feet from an institutional building served and not to exceed 500 feet from any other nonresidential building served.
- (b) In any case where the required parking spaces are not located on the same lot with the building or use served or where such spaces are collectively or jointly provided and used, a written agreement thereby assuring their retention for such purposes shall be properly drawn and executed by the

parties concerned, approved as to form and execution by the city attorney, and shall be filed with the application for a building permit.

(Zoning Ord. § 2-28)

~~Sec. 122-700. - Sharing of parking spaces.~~

~~Up to 50 percent of the parking spaces required for (1) theaters, public auditoriums, bowling alleys, dance halls, night clubs or cafes, and up to 100 percent of the parking spaces required for a church or school auditorium may be provided and used jointly by (2) banks, offices, retail stores, repair shops, service establishments, and similar uses not normally open, used or operated during the same hours as those listed in (1); provided that a written agreement thereto is properly executed and filed, as specified in the preceding section.~~

(Zoning Ord. § 2-29)

Sec. 122-701. - Location of required parking spaces in front yards.

Off-street parking space may be located within the front yard of any C or M district, but no off-street parking shall be permitted in the required front yard of any R district. This section does not prohibit parking in a driveway primarily for access to the dwelling or garage.

(Zoning Ord. § 2-30; Ord. No. 094-2843, 12-6-1994)

Sec. 122-702. - Parking lots and driving lanes adjacent to residential areas.

Off street parking spaces in C or M districts located adjacent to any R district shall be visibly screened from residential properties by a berm, vegetation and/or solid fencing at least four feet in height. Said berm, vegetation or solid fencing shall be placed a least three feet from property lines where abutting an R district. Driving lanes serving businesses in C or M districts that are located adjacent to any R district shall be placed at least ten feet from property lines. Driving lanes are defined as lanes that provide general circulation to parking areas.

(Zoning Ord. § 2-30.1 Ord. No. 094-2843, 12-6-1994)

Sec. 122-703. - Parking and loading requirements.

(a) *Interpretation.*

- (1) Parking spaces for other permitted or conditional uses not listed in this section shall be determined by the office of planning and development.
- ~~(2) Fractional numbers shall be increased to the next whole number.~~
- (3) Parking and loading spaces which were in existence on the effective date (September 6, 1977) of this section or were provided voluntarily after such date shall not hereafter be reduced in number except to conform to the requirements herein.
- (4) Parking and loading spaces shall be used solely for the intended use and not for the storage of goods, or of vehicles which are inoperable, for lease, rent or sale.

(b) *Definitions .*

*Loading space* means a dustless, durable, concrete or asphalt, hard surface area of adequate size for the delivery vehicles expected to be used, logically and conveniently located for bulk pickup and

delivery, readily accessible when required parking spaces are filled, which shall be located totally outside of any street or alley right-of-way.

*Parking space* means a dustless, durable, concrete or asphalt, hard surface area adequate for parking an automobile with room for opening doors on both sides, together with a clear, properly related access to a public street or alley and maneuvering room, which shall be located totally outside of any street or alley right-of-way. A dustless, durable, concrete or asphalt, hard surface shall not be required of single-family housing.

(Zoning Ord. § 2-74; Ord. No. O77-2008, 9-6-1977; Ord. No. O15-3940, § 1, 9-1-2015)

Sec. 122-704. - Schedule of off-street parking and loading spaces

	Number of Parking Spaces Required Per Unit of Measurement	Number of Loading Spaces Required Per Size of Structure (square feet) Measurement		
	Number	Unit	Floor Area	Number
<i>Residential</i>				
Guest, boarding or lodging house including	1.0	Dwelling and lodging unit	----	0
Dwellings, 1 and 2 family and	1.0	Existing dwelling unit	----	0
Mobile homes	2.0	All new dwelling units under 1,200 square feet in floor area	----	0
	3.0	All new dwelling units over 1,200 square feet in floor area	----	0
Dwellings, multifamily (except elderly)	1.5-1.0	Dwelling unit	Over 20,000	±
Dwellings, multifamily which are specifically designed and occupied exclusively by persons 60 years of	0.4	Dwelling unit plus 1 for each Employee <sup>1</sup>	Over 20,000	±

age or older				
Fraternity and sorority houses, dormitories	1.0	2 occupants	Over 10,000	1
Motels, hotels	1.0	Sleeping unit	10,000 to 100,000	1
			Over 100,000	2
<i>Educational, cultural and institutional</i>				
Auditoriums, churches, temples & other places of assembly	1.0	4 seats plus 1 for each employee	Under 100,000	1
			Over 100,000	2
Elementary & nursery schools	1.0	Each employee	—	1
Convalescence or nursing homes	1.0	3 beds plus 1 for each employee	Under 50,000	1
			Over 50,000	2
Hospitals	1.5	Bed plus 1 for each employee	—	1
Junior & senior high schools and colleges	1.0	Each employee plus	—	1
	1.0	5 students or each 5 seats in auditorium, stadium, etc., whichever is larger		
Public libraries, art galleries,	1.0	300 square feet of floor	—	1



museums, etc.		area		
<i>Commercial and industrial</i>				
Bowling alley	6.0	Per alley	Under 5,000	0
			5,000 to 100,000	±
Funeral home	1.0	4 seats	Under 5,000	0
			5,000 to 100,000	±
Offices, banks and public administration	1.0	300 s.f. floor area	Under 5,000	0
			5,000 to 100,000	±
Service garages	3.0	Stall		
Car wash	5.0	Stall	—	0
Drive-ins and roadside services	1.0	20 s.f. gross floor area or	—	0
	1.0	Each 4 patron seats, or	—	0
	3.0	Per employee or largest work shift, whichever is greatest	—	0
Automobile or machinery sales	1.0	800 s.f. of floor area	Less than 5,000	0
			5,000 to 10,000	±

			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
Clinics and service establishments	1.0	200 s.f. of floor area	Less than 5,000	0
			5,000 to 10,000	1
			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
Furniture and appliance stores	1.0	600 s.f. of floor area	Less than 5,000	0
			5,000 to 10,000	1

			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
Restaurants, night clubs, clubs	1.0	4 seats	Less than 5,000	0
			5,000 to 10,000	1
			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
Retail stores	1.0	150 s.f. floor area	Less than 5,000	0
			5,000 to 10,000	1

			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
Shopping centers over 45,000-sf	5.0	1,000-s.f. floor area	Less than 5,000	0
			5,000 to 10,000	1
			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
Theater	1.0	4-seats	Less than 5,000	0
			5,000 to 10,000	1

			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
All other commercial	1.0	300 s.f. floor area	Less than 5,000	0
			5,000 to 10,000	1
			10,000 to 20,000	2
			20,000 to 40,000	3
			40,000 to 70,000	4
			Each part of 50,000 over 70,000	1 additional
Industrial, warehousing, utilities	1.0	2 employees of the 2 largest shifts combined or 1,200 s.f. of floor area whichever is greater	Under 20,000	1

			20,000 to 40,000	2
			40,000 to 70,000	3
			Each 50,000 over 70,000	1 additional

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<sup>1</sup> but not less than one

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Secs. 122-705—122-721. - Reserved.