

7.5 SEWER SERVICE AREA AMENDMENT PROCESS

A Sewer Service Area Amendment Process has been established by the Superior Technical Advisory Committee (STAC) to accommodate changing conditions and community plans. The STAC will review the proposed amendment with regard to the SSAP Amendment policies and criteria, which are described in this section. The STAC review and recommendation will be submitted to the WDNR. All requests for sanitary sewer extensions within the portion of the City's existing SSA that is located in the Town of Parkland must be approved as an SSA Amendment per the agreement between the City of Superior and the Parkland Sanitary District #1 (Appendix F). If the amendment area is located in one of the neighboring towns but outside the existing SSA, the STAC will meet with the appropriate Town Officials regarding the proposed amendment. Town officials will be given an opportunity to provide input to the Committee regarding the amendment.

The WDNR will consider the review and recommendation of the Committee. If the proposed project involves development in an Environmentally Sensitive Area, the WDNR may require the applicant to prepare an Environmental Assessment Statement. After the WDNR has approved the amendment, the sewer service extension plans shall be reviewed as detailed in Section 7.2.

The formal amendment process includes the following elements:

1. Section I – Amendment Policies
 - a. Sewer Service Area boundaries may be modified or expanded to incorporate map changes or to accommodate new information.
 - b. Sewer Service Area boundaries may be modified (acreage swap), provided there is no increase in total acreage of the specific sewer service area.
 - c. Sewer Service Area boundaries may be expanded, provided there is a documented need for a sanitary sewer collection system for areas of existing urban development with on-site systems.
 - d. Sewer Service Area boundaries may be expanded, provided there is a documented need for sanitary sewers to serve a proposed unique facility.
 - e. The boundary amendment must be in conformance with adopted local comprehensive plan and zoning regulations, and the established goals and objectives of the SSAP.
 - f. There will be minimal adverse impacts on water quality as a result of development allowed by the amendment.
 - g. Wastewater treatment facility must have sufficient capacity to treat the projected wastewater flows generated by the added territory.

2. Section II – Amendment Procedures

The following procedures shall be followed for the review of proposed sewer service area amendments:

- a. A request for Sewer Service Area amendments shall be made to the Environmental Services Division of Public Works (ESDPW). The request shall be made to the ESDPW via email to SSAP@ci.superior.wi.us or mail to City of Superior ESDPW, Attn: SSAP Amendment Request, 51 E. 1st Street, Superior WI 54880. The request shall include the following:
 - i. A map of the proposed amendment area (and area to be deleted if it is a “swap amendment”), showing its relationship to the existing Sewer Service Area boundary, and location of lands designated as environmentally sensitive areas that will be excluded from sewer development. Maps should have adequate detail to precisely identify boundaries.
 - ii. Description of existing and proposed land uses, population, wastewater generation and preliminary wastewater collection system layout. The applicant should include information indicating how the proposal relates to any adopted land use plan(s), and DOA accepted population projections.
 - iii. A Storm Water Management Plan for the area may be required in accordance with local requirements
 - iv. General development plans for the area, including land use proposals and a preliminary implementation schedule.
 - v. Estimates of existing and anticipated service population and quantity of wastewater generated.
- b. The request shall be reviewed by the Superior Technical Advisory Committee. The following elements shall be considered during review:
 - i. Conformance with community plans.
 - ii. Development trends in the area.
 - iii. Possible impacts on the physical environment.
 - iv. Cost effectiveness of the proposed amendment, compared to other alternatives. The Committee may request applicant to prepare a Cost Effective Analysis.
 - v. Conformance with the adopted SSAP and the amendment standards.
 - vi. Available capacity of the wastewater treatment and collection systems.
 - vii. Amendments shall have a common boundary with the current Sewer Service Area, and shall not create a void within the service area. Satellite Sewer Service Areas extended to serve an existing development that has failing on-site sewage systems may be an exception to this criteria.
 - viii. Appropriate Town Officials will be included in the review process.
- c. The Superior Technical Advisory Committee will conduct a Water Quality Impact Assessment of the proposed amendment. To protect water quality, the Committee may establish conditions of approval.
- d. Within 60 days of receipt by the Superior Technical Advisory Committee, the STAC will hold a Public Hearing on the proposed amendment.
- e. All public comments and recommendations of the Superior Technical Advisory Committee shall be submitted as a Staff Report to the WDNR for review and approval within 60 days of the Public Hearing. If the WDNR rejects the amendment,

the Committee may request the WDNR reconsider the decision. An individual has the right to appeal Committee and/or WDNR decisions. The appeal shall be submitted to the Committee for action at City of Superior Public Works Committee meeting. Further appeals may be submitted directly to the WDNR.

Figure 7-3 Flow Diagram of Procedure for Sewer Service Area Amendment

