

**MINUTES OF THE PLANNING COMMISSION MEETING  
HELD MARCH 22, 2023, 6:00 PM**

Members Present: Mayor Ken Tutaj, Alderman Steve Wattawa, Commission Members Eric Stemwell, Tom Kiepczynski, Richard Lentz, and Charles Buechel.

Also present: City Administrator Mark Johnsrud, City Attorney Paul Alexy.

**1. Call to Order**

The meeting was called to order by Mayor Tutaj at 6:00 PM.

**2. Minute Approval**

Minutes to be approved at the next meeting.

**3. Correspondence**

None.

**4. Discussion and Possible Action**

**Application for Reduction to Off-Street Parking Requirements §455-38 for 3195 S. Lake Drive**

Administrator Johnsrud gave background on the property that is currently owned by the Sisters of St. Francis. Canticle Court, Juniper Court, and the Convent are three distinctive use parts of the same lands controlled by the Sisters. 3195 S. Lake Drive is the portion occupied by the Convent, with 82 units of senior housing. Canticle and Juniper courts are senior housing, and require 1 parking space per unit and 1 parking space per employee. 102 parking spaces are needed for these two buildings to meet code, and between the two properties they exceed this by 45 spaces. The excess could be used by the Convent to increase their number of spaces available.

He continued that the Convent currently has 43 spaces within their legal description. By code, they need one space for each of their 82 units, and one for each of their 55 employees, or 137 total spaces. From the perspective of all three uses, 3195 S. Lake Drive currently has 43 spaces and a shared parking agreement will be needed with Juniper Court for 45 spaces, and there is a proposal to build an additional 31 spaces, which gives a total of 119 spaces, but 137 are needed. A reduction in parking for a total of 18 spaces is being requested. The Planning Commission has the authority to grant up to a 40% reduction in overall parking, and this amount is within the allowable amount.

Administrator Johnsrud expressed concern that if the Commission is to consider the granting of the reduction in parking, that we should require a shared parking agreement between the parcels so that if there are future ownership changes, a legal document recorded against each parcel would understand that the parking can be used by the other.

Attorney Alexy added that the shared parking provision is listed under 455-38-6a1 of the code. There are three issues that need to be addressed: first the uses that share in the parking have peak parking demands at different times, second that pedestrians have safe sidewalk/path connections between uses in the parking area, and third that there is a requirement of a shared parking agreement signed by all parties and approved by the Common Council after the receipt and recommendation by the Planning Commission.

All parking proposed is within 400 feet of the use, which is also required, Administrator Johnsrud noted. They do have the ability to meet the parking requirements within the code, provided there is granted a reduction in parking, subject to a shared parking agreement, and subject to any change in ownership that could changes the current uses.

Commission Kiepczynski asked when they might expect a possibly overflow or parking, and the answer was discussed as almost never.

Moved by Alderman Wattawa, seconded by Commissioner Kiepczynski to approve the request for the reduction in parking subject to provisions of a shared parking agreement signed and approved by the Common Council after presentation to the Planning Commission for approval. Motion carried.

## **6. Adjourn**

Moved by Alderman Wattawa, seconded by Commissioner Stemwell to adjourn. Motion carried.

Time: 6:18 PM