



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
[www.cityofracine.org](http://www.cityofracine.org)

## Meeting Minutes - Draft

### Planning Heritage and Design Commission

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Monday, October 16, 2023

4:30 PM

City Hall, Room 205

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#### Call To Order

*Mayor Mason called meeting to order at 4:33 p.m*

**PRESENT:** 5 - Mayor Mason, Jones, Hefel, Alder Peete and Kohlman

**EXCUSED:** 1 - Jung

#### Approval of Minutes for the September 18, 2023 Meeting.

A motion was made by Peete, seconded by Hefel, to approve the September 18, 2023 minutes. The motion **PASSED** by voice vote.

#### 4:30 P.M. PUBLIC HEARINGS

##### [0995-23](#)

**Subject:** Consideration of a request from Shelley and Whitney Farr for a conditional use permit to operate a mini-mart in an existing commercial building zoned R-2 Single Family Residence at 3425 Kinzie Avenue, as allowed by Section 114-293 of the Municipal Code.

*Steven Madsen, Associate Planner, presented the item. He displayed the aerial image of the property, land use and zoning maps, and street view images of the property. He then reviewed the proposed floor plan and site plan. He then stated application contemplates having a mini mart. The mini mart would sell food and basic household products and would not have any alcohol or tobacco sales. The proposed business seeks to operate Monday – Saturday from 7:00 AM – 7:00 PM with product deliveries occurring one day a week. They plan on having 2 employees. Madsen reviewed the findings of fact. Lastly, he stated that staff recommends approval subject to conditions a-j.*

*Mayor Mason opened the public hearing at 4:59PM*

*There being no public comments, the public hearing closed at 5:00PM.*

A motion was made by Hefel, seconded by Jones, to approve the conditional use permit to operate a mini-mart in an existing commercial building zoned R-2 Single Family Residence at 3425 Kinzie Avenue, subject to conditions a-j. The motion **PASSED** by voice vote.

##### [0996-23](#)

**Subject:** Consideration of a request from Tyra Jones for a conditional use permit to operate a group daycare center at 1313 High Street, zoned B-2 Community Shopping District, as allowed by Sec. 114-468 of the Municipal Code.

Steven Madsen, Associate Planner, presented the item. He displayed the aerial image of the property, land use and zoning maps, and street view images of the property. He then reviewed the proposed floor plan and site plan. He then stated application contemplates having a group daycare that would operate 24 hours a day in three shifts Monday thru Friday. If they have the demand they may also be open from 5:30 a.m. – 6:00 p.m. Saturday and Sunday. They will have 6 full time employees and would have approximately 30 kids per shift. The applicant states that their purpose is to provide affordable and trustworthy childcare in the community and they will seek to be accredited by the National Association for the Education of Young Children. Madsen reviewed the finding of fact. Lastly he stated that staff recommends approval subject to conditions a-h.

Peete asked in regards to ages of clients. Applicant responded clients will be 4wks to 13yrs old.

Public hearing opened at 4:45. There being no public speakers, public hearing closed at 4:46pm

**A motion was made by Hefel, seconded by Jones, that this file be Approved for a conditional use permit to operate a group daycare center at 1313 High Street, subject to conditions a-h. The motion PASSED by voice vote.**

0997-23

**Subject:** Consideration of a request from Jason Frank of Rudie/Frank Architecture, representing Affordable Floors, LLC, for a conditional use permit to operate an adult daycare center at 1415 Layard Avenue, zoned B-2 Community Shopping District, as allowed by Sec. 114-468 of the Municipal Code.

Michelle Cook, Associate Planner, presented the item. She displayed the aerial image of the property, land use and zoning maps, and street view images of the property. She then reviewed the proposed floor plan and site plan. She then stated that the application seeks to utilize the existing commercial space addressed as 1415 Layard Avenue as an adult daycare center with proposed hours being Monday through Saturday, from 7:00 a.m. until 7:00 p.m. The facility will have a maximum of 24 clients and 3 employees. Cook reviewed the findings of fact. Lastly, she stated that staff recommends approval subject to conditions a-k.

Hefel asked for clarification about condition c. Cook responded no more than 10 clients at one time with a total of 24 clients. Madsen added that it was written this way just in case changes were made to the building.

Peete asked in regards to only being 10 clients at a time at the location because they will be in violation at any time. Answer was that they will have to figure out a schedule on dropping off clients to make sure they are not in violation.

Kohlman asked about Sunday. Cook responded the applicant on their application requested those hours .

Mayor Mason opened to public at 4:59PM

Chris from 2412 Douglas Ave LLC, owner of 2412 Douglas Ave , asked about public hearing process related to emailed correspondence , Hintz explained the email would be read into the record, or that he may restated them during the hearing. The speaker went on to ask.

1. What experience of adult day care do they have?
2. How will they be transporting patients to facility

3. Will the patients be supervised or will they wonder off?
4. If patrons will be dropped off with private vehicles, what provisions will be made for queuing up any vehicles that have only a limited number of passengers.
5. Will patients be there from 7am-7pm
6. Will this facility be a halfway house?

Jason Frank, 920 Goold St. Responded.

The building tenant, who will be the operator, has 24 years of experience. Two vans will be dropping off patients during the day. There will be no wandering around of the patients.

Frank stated the 50 square feet of area per person is the minimum in the state code. He asked where is the 200 square feet from? Mason answered the 200 square feet is from the City's Public Health Administrator and based on the expertise of that department.

Cook Stated half way house is not permitted with this conditional use.

Mayor Mason closed Public hearing closed at 5:06PM

**A motion was made by Alder Peete, seconded by Hefel, that this file be Approved subject to conditions a-k with the amendment to condition C include the maximum number of people allowed at one time. The motion PASSED by voice vote.**

[0998-23](#)

**Subject:** Consideration of a request from Dre-Kearra Hicks, representing Uptown Adult Day Center, for a conditional use permit to operate an adult daycare center at 1409 Washington Avenue, zoned B-2 Community Shopping District, as allowed by Sec. 114-468 of the Municipal Code.

Madsen presented the item. He displayed the aerial image of the property, land use and zoning maps, and street view images of the property. He then reviewed the proposed floor plan and site plan. He then stated that the application contemplates having an adult day care that would operate Monday – Friday from 6:30am – 6:30 pm. The applicant proposal calls for having six staff members to supervise up to 31 adults. They want to provide professional quality health care and socialization to adults. All drop-off and pick-up is proposed to occur at the rear of the subject property.

Mason asked about floor plans, Madsen responded more details will be requested. Hefel asked for clarification on drop off and pick up.

Mayor Mason opened the public hearing at 5:15p.m.

The applicant stated that a more detailed floor plan was proved and included the information Madsen indicated to be missing. Which would allow a client capacity to be calculated. Madsen indicated that item was not present in the email communication and that if it was missed, that was an omission.

Mayor Mason closed public hearing closed at 5:18p.m.

**A motion was made by Hefel, seconded by Alder Peete, to defer this item. The motion PASSED by voice vote.**

**END OF PUBLIC HEARINGS - Applicants may addressed the Commission if called upon.**

[1002-23](#)

**Subject:** Consideration of a request from Dalia Villarreal of Poblocki Sign Company, representing Johnson Outdoors, for review and approval of signage at 555 Main Street.

*Cook displayed current signage and proposed signage. She stated that the design meets design guidelines. there for staff recommends approval subject to conditions a-c.*

**A motion was made by Jones, seconded by Kohlman, that this file be Approved for signage at 555 Main Street. Subject to conditions a-c. The motion PASSED.**

[1003-23](#)

**Subject:** Consideration of a request from Ken Brown, representing Badger Building LLC, for review and approval of facade changes at 610 Main Street.

*Madsen displayed existing building.replace left window with proposed changes. stated metal panels does meet design guidelines .*

*Kohlman asked if this building is historic. Hintz stated that it is listed nationally not locally. Kohlman would like more detailed with colored renderings. Ken Brown, applicant , showed original building plans.*

*A motion was made by Kohlman to defer the item. The motion failed for lack of second.*

**A motion was made by Hefel, seconded by Alder Peete, that the facade changes at 610 Main Street be Approved. The motion PASSED by voice vote.**

## Adjournment

*There being no further items, Mayor Mason adjourned the meeting at 5:33 PM.*