



City of Racine

City Hall
730 Washington Ave.
Racine, WI 53403
www.cityofracine.org

Meeting Minutes - Draft

Planning Heritage and Design Commission

Monday, May 5, 2025

4:30 PM

City Hall, Room 205

Call To Order

Mayor Mason called the meeting to order at 4:30 p.m.

Note: Mason, not listed in the attendance, was also present for the meeting.

PRESENT: 4 - Hefel, Kohlman, Chambers and Peete

Approval of Minutes for the April 8, 2025 Meeting.

A motion was made by Peete, seconded by Hefel, to approve the minutes of the April 8, 2025, meeting. The motion **PASSED** by a Voice Vote.

4:30 P.M. PUBLIC HEARINGS

[0468-25](#)

Subject: Consideration of a request from James Rawlings, represented by Theodore Owen, for a conditional use permit to operate a takeout/carryout restaurant at 3935 Douglas Avenue zoned B2 Community Shopping District, as allowed by Section 114-468 of the Municipal Code.

Attachments: [Review and Recommendation](#)
 [Public Hearing Notice](#)
 [Applicant Submittal](#)

Steven Madsen, Planning Manager, explained the request and reviewed the current zoning of the property, land use of the property and surrounding area. He showed the elevations for the proposed building and the changes that will be made to the site to accommodate the takeout/carryout restaurant. In response to Mason, Madsen showed where the drive-thru/canopy for the restaurant would be situated on the lot. Madsen reviewed the possible actions of the commission and the required findings of fact for approval of conditional use permits. Based on the required findings, staff is recommending approval subject to conditions a. – g.

Peete asked if the parking lot were going to be repaired.

Madsen stated that he assumed the parking lot would be repaired based on the amount of site work that will be done. However, the site plan did not necessarily indicate repairs to the parking lot.

In response to Chambers, Madsen stated that there was not outdoor dining indicated in the site plan for the project.

In response to Mason, Madsen explained the location of the outdoor cooler and its screening requirements.

Mayor Mason opened the public hearing at 4:37 p.m.

James Rawlings, Louisville, Kentucky, spoke regarding the request. He stated that the parking lot will be resurfaced and asked about acceptable materials for fencing.

Madsen explained that a solid wood fence would be acceptable, a chain link fence would not be.

Rawlings asked about the lighting on the building (string lighting).

Madsen stated that it was up to the commission whether to allow string lights, however, the Douglas Avenue design guidelines. In response to Rawlings, Madsen stated that the signage meets ordinance requirements.

Mayor Mason closed the public hearing at 4:42 p.m.

A motion was made by Chambers, seconded by Hefel, to approve the request subject to conditions a. – g. The motion PASSED by a Voice Vote.

[0469-25](#)

Subject: Consideration of a request from Jeffrey Bridleman of Partners in Design Architects for a major amendment to an assumed conditional use permit at 4800 Graceland Boulevard zoned O-I Office/Institutional to allow for an addition to the existing school building, as allowed by Section 114-428 of the Municipal Code.

Attachments: [Review and Recommendation](#)
 [Public Hearing Notice](#)
 [Applicant Submittal](#)

Madsen explained the request showing the aerial photo, public hearing notification area, zoning, and landuse for the property and surrounding area. He showed photos of the site and surrounding area and the proposed elevations and site plan for the addition to the school building.

Madsen stated that this was a presumed conditional use permit according to the city's ordinances. He explained the applicant summary, required findings of fact, and staff's recommendation. He stated staff is recommending approval of the request subject to conditions a. – e.

Mayor Mason opened the public hearing at 4:46 p.m.

No one was present to speak.

Mayor Mason closed the public hearing at 4:47 p.m.

A motion was made by Kohlmann, seconded by Hefel, to approve the request subject to conditions a. – e. The motion PASSED by a Voice Vote.

END OF PUBLIC HEARINGS

[0470-25](#)

Subject: Consideration of a request from Grant Buenger of Habitat for Humanity Racine and Kenosha Counties for approval of a 4-lot Certified Survey Map for 1017 S. Memorial Drive, as prepared by Nielsen Madsen and Barber.

Attachments: [Recommendation](#)
 [Applicant Submittal](#)

Michelle Cook, Associate Planner, explained the request. She stated that the request for the certified survey map will divide the current lot at 1017 S. Memorial Drive into four lot for the purpose of building residential homes. She stated the lots will return to how they were divided, historically.

Cook explained that staff is recommending approval subject to conditions a. – c. and reviewed the conditions of approval.

Kohlmann stated that the lot used to be a car dealership in the 1940's.

A motion was made by Hefel, seconded by Kohlmann, to approve the request subject to conditions a. – c. The motion PASSED by a Voice Vote.

[0472-25](#)

Subject: Consideration of a request from Nicole Brook for design review and approval for an awning replacement with signage at 236 Main Street.

Attachments: [Recommendation](#)
 [Design Review](#)
 [Applicant Submittal](#)
 [Applicant Submittal \(Design\)](#)

Cook explained the request. She stated that the fabric of the awning that is currently on the building will be replaced with a black canvas with yellow lettering displaying the name change for the business. Cook stated staff is recommending approval of the request subject to conditions a. – e. Cook reviewed the conditions of approval.

A motion was made by Chambers, seconded by Hefel, to approve the request subject to conditions a. – e. The motion PASSED by a Voice Vote.

[0474-25](#)

Subject: Presentation of the preliminary draft of a Comprehensive Plan for the City of Racine: 2050.

Attachments: [Comprehensive Plan Draft](#)
 [Public Input Summary](#)

Jeff Hintz, Assistant Director, gave the commission a high-level overview of the draft Comprehensive Plan for the City of Racine and the public input that was received during its preparation. He explained the various sections, goals, and objectives. He showed the future land use map and the updated categories of the map which include high intensity, medium intensity, etc. Discussion ensued among the Commissioners about the responses from the public and what the next step was in the process. Hintz stated that a public hearing will be held on June 16th at the Planning, Heritage and Design Commission with a recommendation going to the Common Council meeting in July.

A motion was made by Peete, seconded by Chambers, to defer the item. The motion PASSED by a Voice Vote.

Adjournment

There being no further business, the meeting adjourned at 5:45 p.m.