



## Application for Conditional Use Permit

Applicant Name: Shelly Janke

Address: 5525 Spring St. City: Mount Pleasant

State: WI Zip: 53406

Telephone: — Cell Phone: 262-994-4394

Email: newimagespa20@gmail.com

Agent Name:

Address: City:

State: Zip:

Telephone: Cell Phone:

Email:

Property Address (Es): 3131 Taylor Ave. Bld. 2

Current Zoning: O-1 office/institutional DS

Current/Most Recent Property Use: Adult learning Center/Photography Studio

Proposed Use: Aesthetic Medical Office/Treatment offices





The application will be evaluated using the standards of Sec. 114-154 of the Municipal Code (below). Please use the space to justify and explain how your proposal addresses these conditions; use an additional sheet if necessary.

- (1) The establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger, the public health, safety, morals, comfort, or general welfare;

*It will not.*

- (2) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;

*No, it will not.*

- (3) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

*No, it will not.*

- (4) Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;

*Yes*

- (5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;

*Adequate measures already in place, no issues with traffic.*

- (6) The proposed conditional use is not contrary to the objectives of the current land use plan for the city; and

*The business is not contrary to current land use.*

- (7) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the plan commission.

*Yes, I agree to conform to applicable regulations*





If the required supplemental materials, which constitute a completed application, are not submitted, the application will not be processed.

**Required Submittal Format**

1. An electronic submission via email/USB drive/CD/Download link; and
2. One (1) paper copy, no larger than 11” x 17” size.

Required Submittal Item	Applicant Submitted	City Received
1. Conditional Use Review Application	<input type="checkbox"/>	
2. Written description of project, including: <ol style="list-style-type: none"> <li>a. Hours of operation</li> <li>b. Anticipated delivery schedule</li> <li>c. Maintenance plan</li> <li>d. General use of the building and lot</li> </ol>	<input checked="" type="checkbox"/>	
3. Site Plan (drawn to scale), including: <ol style="list-style-type: none"> <li>a. Fully dimensioned property boundary</li> <li>b. All buildings (existing and proposed)</li> <li>c. Setbacks from property lines</li> <li>d. Identification as to whether all elements are “Existing” or “Proposed”</li> <li>e. Dimensioned parking spaces and drive aisle layout</li> <li>f. Trash enclosure location and materials</li> <li>g. Loading spaces</li> <li>h. Fire hydrant locations</li> <li>i. Location of signage, with setbacks</li> </ol>	<input checked="" type="checkbox"/>	
4. Zoning Analysis Table <ol style="list-style-type: none"> <li>a. Land area (in acres and square feet)</li> <li>b. Building area (in square feet)</li> <li>c. Setbacks (required yards in feet)</li> <li>d. Floor Area Ratio (building area divided by lot area)</li> <li>e. Lot Coverage (building footprint divided by lot area)</li> <li>f. Height of all buildings and structures</li> <li>g. Percentage of greenspace (landscaped areas divided by lot area)</li> <li>h. Parking spaces</li> </ol>	<input type="checkbox"/>	
5. Landscape Plan <ol style="list-style-type: none"> <li>a. Bufferyards</li> <li>b. Parking Areas</li> <li>c. Screening and fencing locations</li> <li>d. Plant lists including the following: Latin and Common Names, Number of each planting material, and Size at planting.</li> </ol>	<input type="checkbox"/>	







Required Submittal Item	Applicant Submitted	City Received
6. Lighting Plan a. Location of light fixtures b. A cut sheet of light fixtures with indication of cut-offs or shielding c. Illumination diagram indicating intensity of lighting on the property.	<input type="checkbox"/>	
7. Floor Plan a. Preliminary floor plan layout of all buildings/structures b. Labels for the type of use of the area c. Labels for square footage of the area	<input checked="" type="checkbox"/>	
8. Engineering Plan a. Stormwater Plan (Drainage pattern, flow, detention) b. Existing and proposed roadway and access configurations c. Cross access	<input type="checkbox"/>	
9. Signage Plan a. dimensioned color elevations of signage b. A diagram showing the location of the proposed signage	<input checked="" type="checkbox"/>	
10. Building/site elevations (if new building or exterior changes planned) a. Building elevations showing all four sides of the buildings in color b. Elevation of trash enclosure area	<input type="checkbox"/>	
11. Building Material Samples (if making exterior changes)	<input type="checkbox"/>	
12. Review Fee	<input type="checkbox"/>	

**Acknowledgement and authorization signatures**

A conditional use is not like a building permit; applying does not mean it will be approved.

The approval may contain conditions related to the improvement of the site which must be met prior to the issuance of a building occupancy permit. Conditions related to the operational aspect(s) of the business must be complied with at all times. That, in the event site improvement work required by ordinance cannot be completed prior to desired occupancy, a financial assurance, at 100% of the improvement estimate, guaranteeing completion of the required improvements must be placed on file with the City of Racine. Estimates and Assurance documents are subject to the review and final approval by the City. Improvements may include but are not limited to landscaping, fencing, lighting, pavement surfacing and sealing, dumpster enclosures, and exterior building improvements;

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application.

Owner Signature (acknowledgement and authorization):

Date: 2/15/2022

Applicant Signature (acknowledgement):

Date: 2-15-2022



**Department of City Development**  
**Application for Conditional Use Permit**  
**Required Submittal Items**

**2). The description of the general project is to update existing building; entrance, waiting room and offices spaces. The main purpose of offices is to provide aesthetic medical treatments ex; Laser hair removal, sun damage repair, injectables, skin care and other beneficial body treatments.**

**Treatments are by appointment only. Assumed regular business hours could be Mon. – Thurs. 10am – 8pm. Fri. - Sat. 9am- 5pm Closed on Sundays.**

**The Taylor Complex has its own maintenance equipment and caretakers. Building 2, being part of the Complex is maintained by the Village of Elmwood Park.**

**This is a service based business and regular deliveries are not necessary. Irregular deliveries may occur but only on occasion for supplies when needed.**

**The general use is to provide treatments to individuals in a clean, professional and relaxing environment. The parking lot is only used for the employees or technicians and the customers/clients. Usually it is only one customer (or two if they bring someone) at a time with a service provider. Ex. Like a dentist office or chiropractors' practice.**

**20 parking spaces are available to Building 2. More are available in the complex for special occasions if needed.**

### **3). Site Plan**

**a). Google aerial view of all 5 buildings and complex layout.**

**b). All 5 building in the Village of Elmwood Park Taylor Complex are existing and owned and maintained by the Village. I am only updating the interior of existing Building 2A. No exterior changes are being made by tenant.**

**f). Two dumpsters are located between Bld. 3 & 4, one for recyclables and one for regular garbage. Regular pick up is provided.**

### **9). Signage Plan**

**The Village of Elmwood Park Taylor Complex has supplied a Sign Policy (it has been submitted with this application along with pictures of existing signs that show the general look and requirements). All sign rules and regulations will be followed, just implementing our name and logo on a new sign.**

## **Proposed Signage for 3131 Taylor Ave. Bld. 2A**

**The new proposed sign for Bld. 2A will follow the Village Of Elmwood Park Taylor Complex sign policy and will be like the existing signs, but just with the business Name. Picture of existing sign to show an example of design and similar location.**

### **VILLAGE OF ELMWOOD PARK TAYLOR COMPLEX SIGN POLICY**

**Purpose: The Village of Elmwood Park owns property known as the Taylor Complex located at**

**3131 Taylor Avenue in the City of Racine as well as the Beebe School building at 3554 Taylor**

**Avenue. This policy serves as the guidelines for lease tenants to erect signs on Village property.**

#### **Rules and Regulations:**

- All signs must be supported by no less than two (2) 4x4in posts**
- Area of sign may be no larger than 5ft wide x 2.5 ft tall, and no smaller than 2ft wide x**

**1ft tall**

- Location of the sign may be no closer than 5ft or further than 15ft from building**

**adjacent to entryway. Center of sign is to be 5ft above average adjacent grade.**

- All sides must be painted and built with high-quality, weather-resistant materials. All**

**signs must have a white background, with a [green] 1.5in border on face.**

- Signs may include a logo using no more than 25% of the area of the face of the sign.**

**Lettering must be at least 6in in height, either painted or applied on the face of the sign,**

with wording not to protrude more than .25in from surface

- Signs are to be kept up by tenants, and upon notice by the Village, repaired or replaced

to conform with this policy. Repair or replacement must be completed within 14 days of

Village notification. The Village reserves the right to remove signage or repair and add

costs of remediation to tenants rent over 6 months, or a shorter discretion if remaining

lease is less than 6 months.

- All signage must conform with City of Racine sign code and obtain any applicable

approvals

Rental Authorization: The Village of Elmwood Park Board of Trustees grants authority to the

Village Administrator and the Village President, with the advice and consent of the other, to

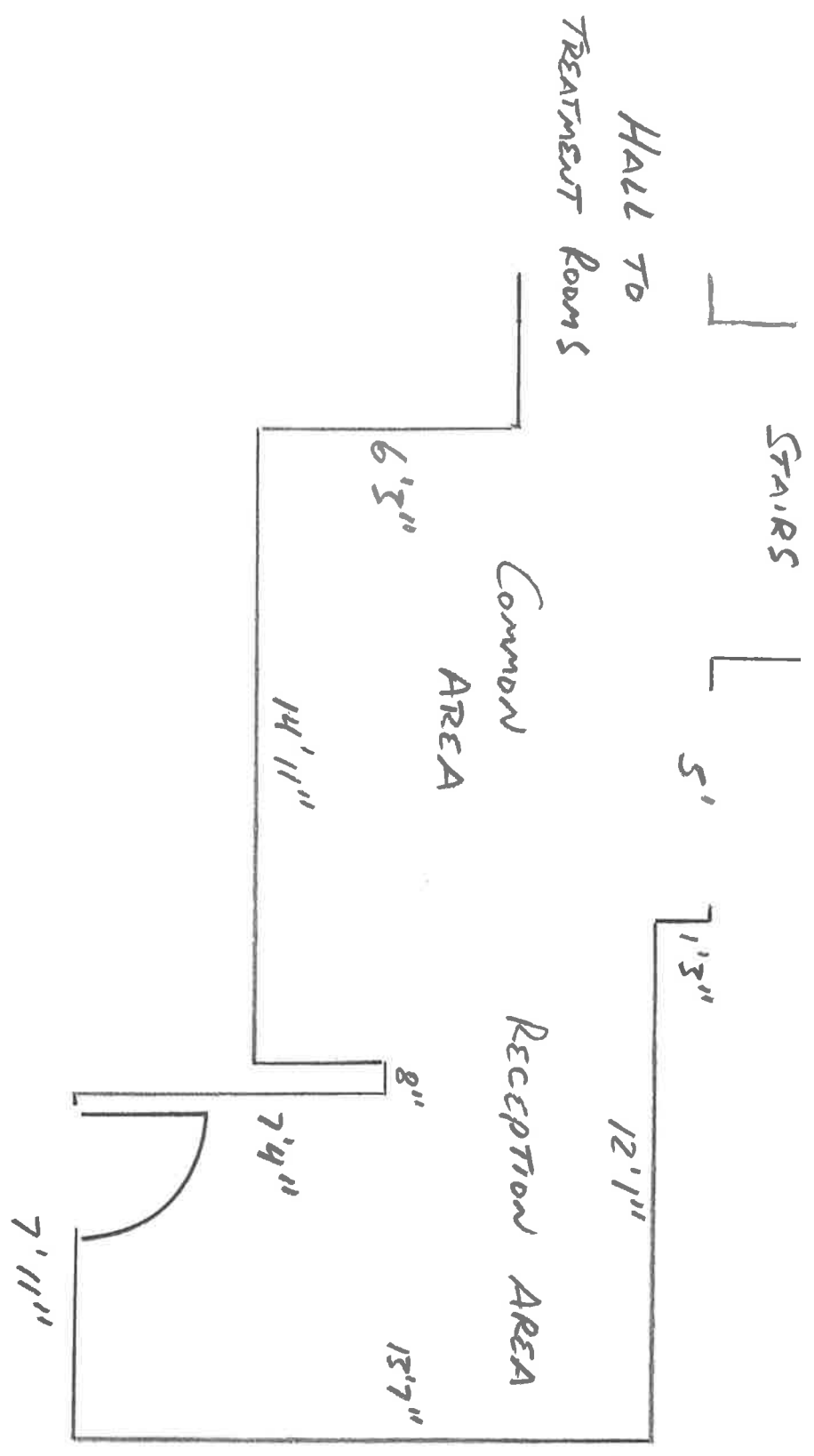
enforce these rules and regulations or to grant exceptions.





WAITING AREA

1/4" = 1' SCALE

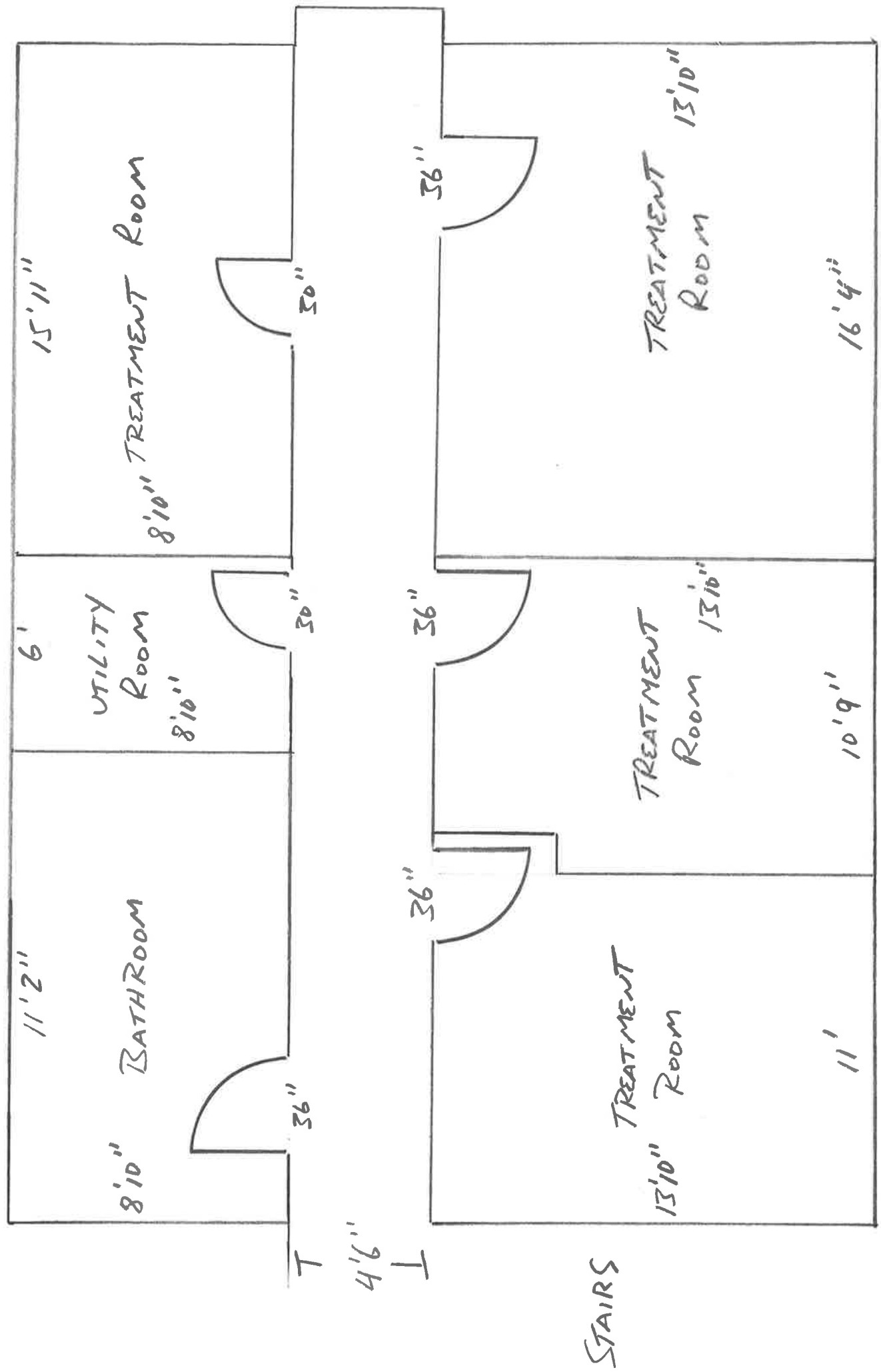


3131 TAYLOR AVE #2A  
SHELLY JANKE

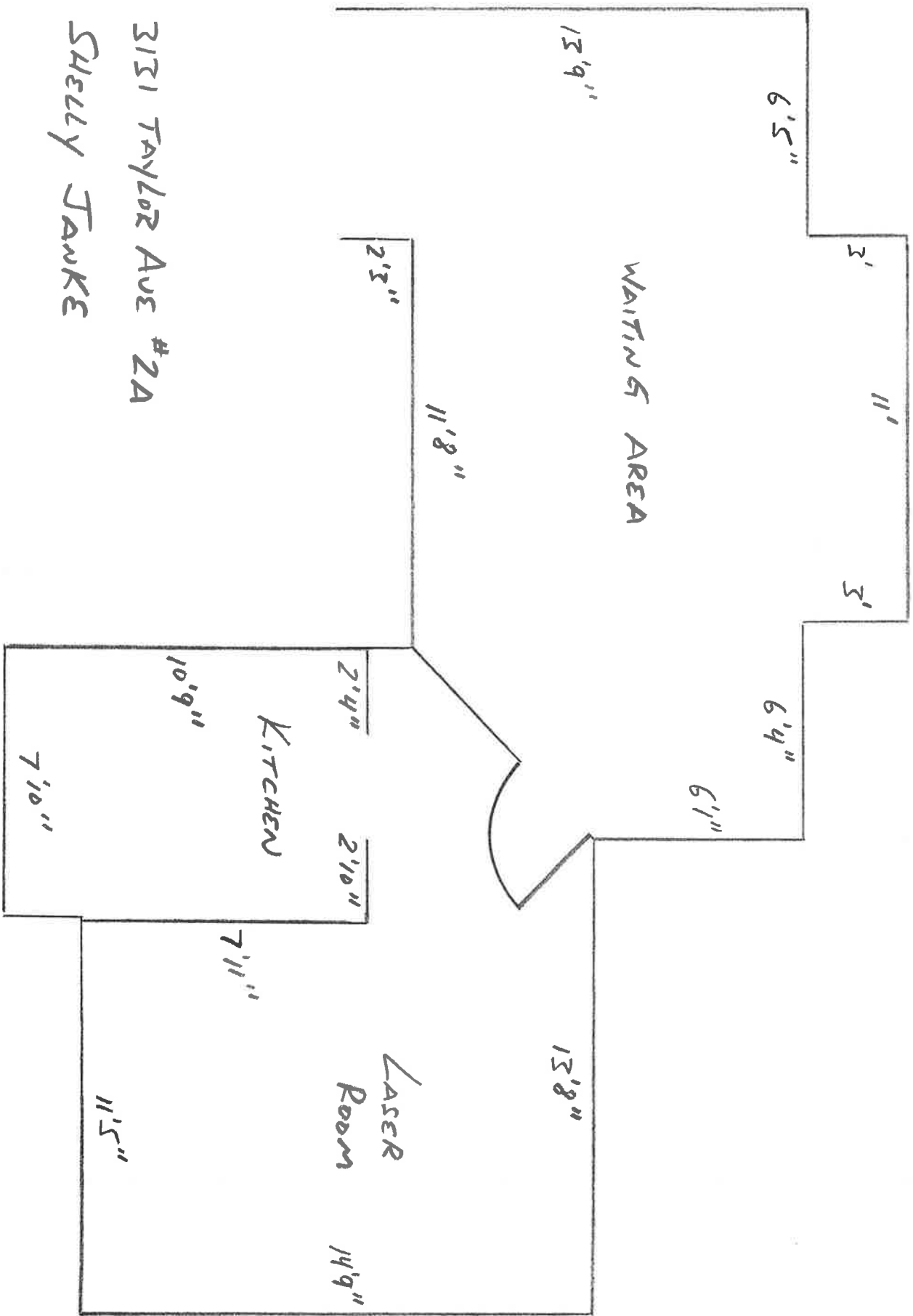
3131 TAYLOR AVE #2A

SHELLY JANKE

1/4" = 1' SCALE

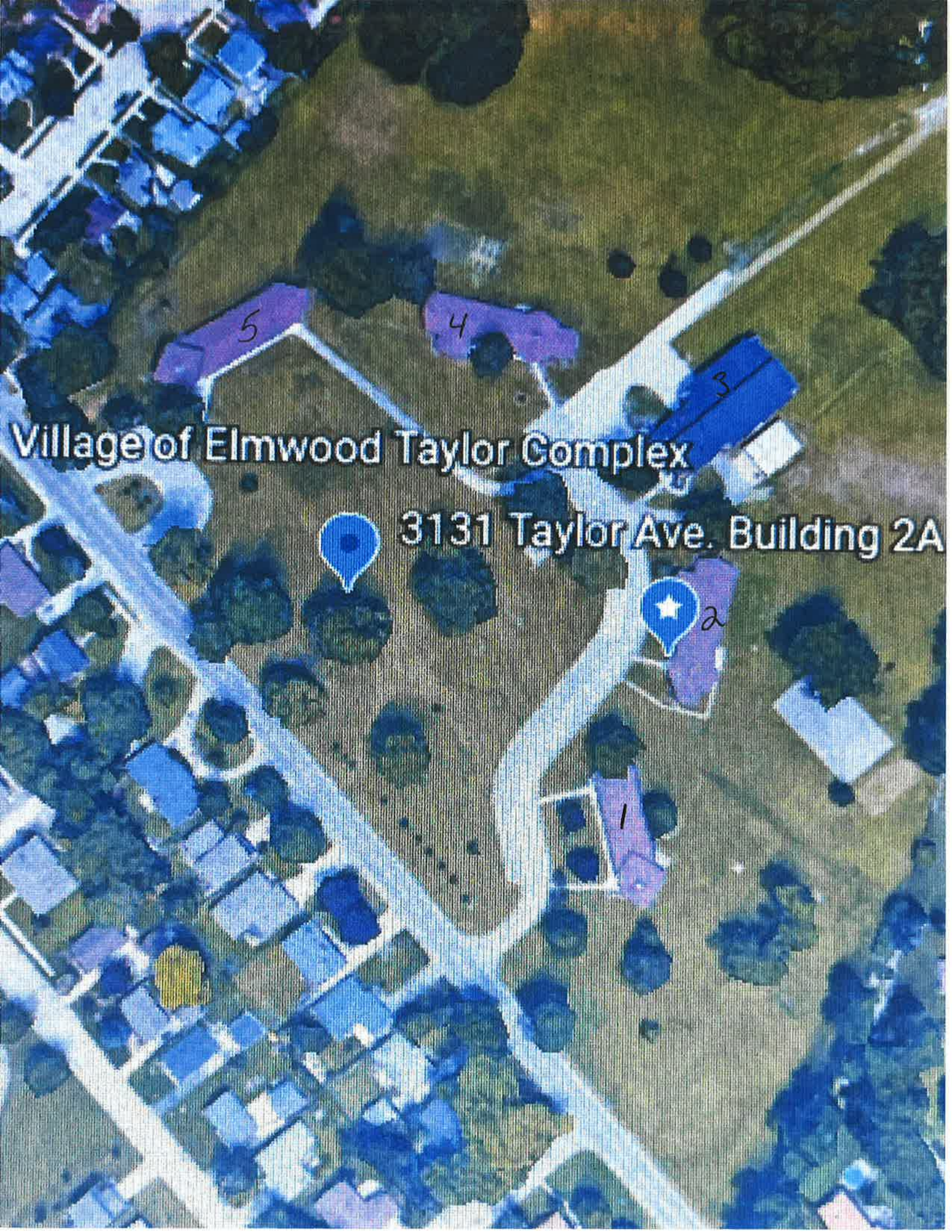


1/4" = 1' SCALE



3131 TAYLOR AVE #2A  
SHELLY JANKE





Village of Elmwood Taylor Complex

3131 Taylor Ave. Building 2A



3131 Taylor Ave. Building 2A

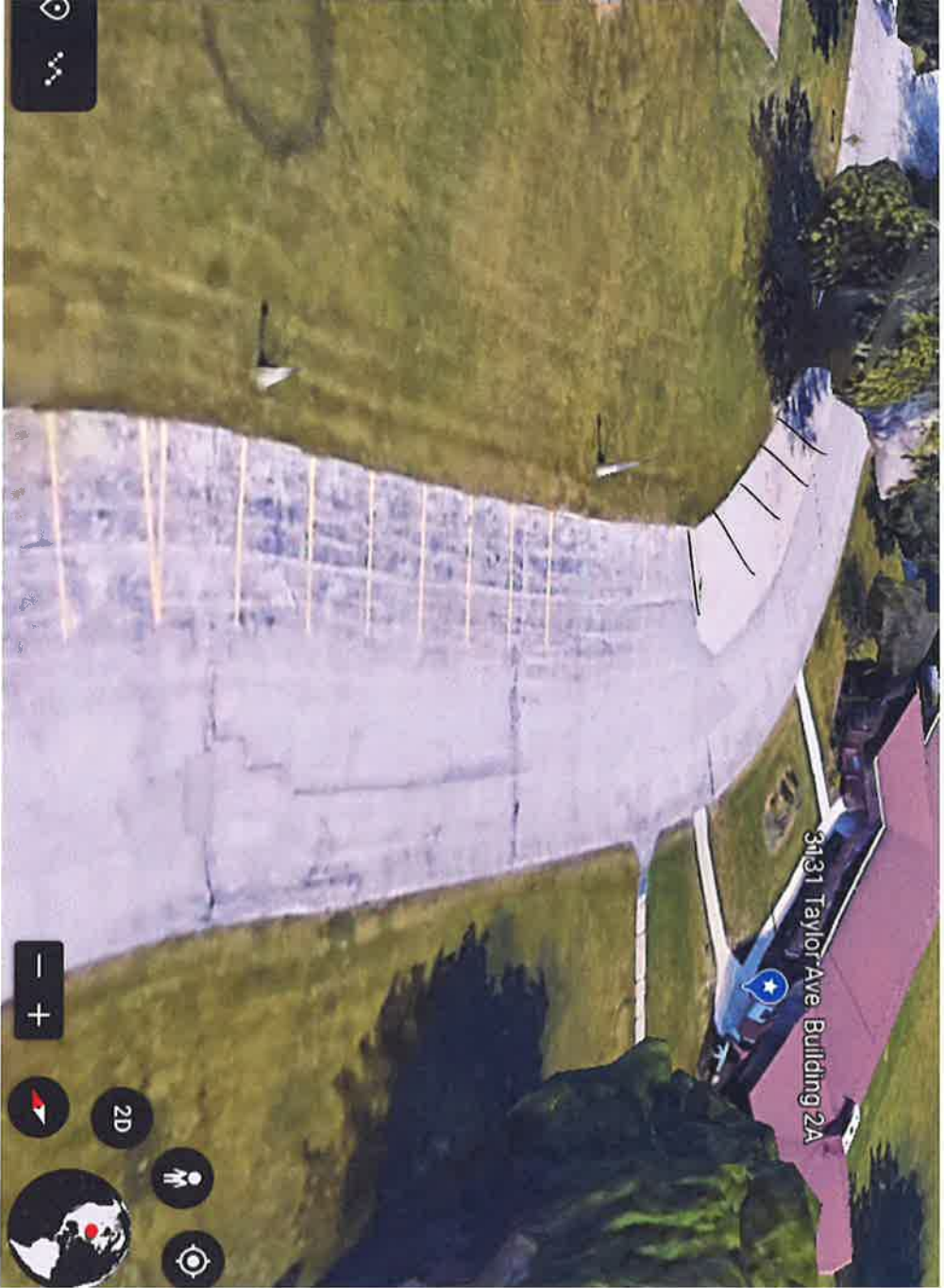
Dumps  
(trash)

2

4

5





A min. of  
20 Parking  
/ Curbside  
Spaces for 3131 Taylor Ave. Bld. 2  
See a designated Handicap parking for the Building



