



# 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

---

Monday, November 3, 2025

4:30 PM

City Hall, Room 205

---

#### Call To Order

*Mayor Mason called the meeting to order at 4:39 p.m.*

*Mayor Mason, not listed in the attendance, was also present.*

**PRESENT:** 4 - Hefel, Kohlman, Chambers and Peete

#### Approval of Minutes for the October 6, 2025 Meeting.

A motion was made by Peete, seconded by Hefel, to approve the minutes of the October 6, 2025, meeting. The motion PASSED by a Voice Vote.

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

##### 1108-25

**Subject:** Consideration of a request from Charlie Ramirez seeking a conditional use permit to operate a tattoo parlor at 524 Monument Square (aka 524 Main Street) zoned B4 Central Business District, as allowed by Sec. 114-508 of the Municipal Code.

**Attachments:** [Review and Recommendation](#)

[Public Hearing Notice](#)

[Applicant Submittal](#)

*Steven Madsen, Planning Manager, presented the request. He explained the current zoning and land use for the area and showed pictures of the site and surrounding area. The request is to allow a tattoo establishment at the location with operations to be by appointment only Monday through Saturday, 9:00 a.m. – 9:00 p.m.*

*Madsen reviewed the possible actions of the commission and the required findings of fact. He stated that based on the required findings of fact, staff is recommending approval subject to conditions a. – f. Madsen reviewed the conditions of approval.*

*Mason opened the public hearing at 4:43 p.m.*

*No one was present to speak.*

*Mason closed the public hearing at 4:44 p.m.*

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

##### 1109-25

**Subject:** Consideration of a request from Jeffrey Serak of Racine

Unified School District, represented by Sean Currie of McKinstry Essention, LLC, seeking a major amendment to a conditional use permit for a ground mount solar array at 4800 Graceland Blvd. zoned O-I Office/Institutional District, as allowed by Sec. 114-428 of the Municipal Code.

Attachments: [Review and Recommendation](#)

[Public Hearing Notice](#)

[Applicant Submittal](#)

*Madsen presented the request showing the aerial photo and public hearing notification area, zoning and land use designation, and photos for the property and surrounding area. The request is to allow for addition of a solar panel array to the school property. Madsen showed the site plan for the solar panels and explained that the panels would be located on the northwest of the property and have fencing surrounding.*

*Madsen reviewed the required findings of fact for approval of conditional use permits and stated that staff is recommending approval of the request, subject to conditions a. – e. Madsen reviewed the conditions of approval.*

*Mason opened the public hearing at 4:48 p.m.*

*No one was present to speak.*

*Mason closed the public hearing at 4:49 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.**

[1110-25](#)

**Subject:** Consideration of a request from Amelia Fahnrich seeking a conditional use permit to operate an administrative office at 800 Villa Street zoned R3 Limited General Residence, as allowed by Sec. 114-308 of the Municipal Code.

Attachments: [Review and Recommendation](#)

[Public Hearing Notice](#)

[Applicant Submittal](#)

*Madsen presented the request showing the aerial photo and public hearing notification area, zoning and land use designation, and photos for the property and surrounding area. The request is to allow for administrative offices at the property with hours of operation from Monday through Friday, 7:30 a.m. to 4:00 p.m.*

*Madsen explained the possible actions of the commission and the required findings of fact for approval of conditional use permits.*

*Mason opened the public hearing at 4:54 p.m.*

*Amelia Fahnrich and Laura Anderson, 2015 Franklin Street, spoke in support of the request and explained that they are honored to be considered for the conditional use. They explained that the use of this space will be impactful in their work helping children with disabilities.*

*Mason closed the public hearing at 4:55 p.m.*

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

[1107-25](#)

**Subject:** (Ord. 0028-25) Communication sponsored by Alder Townsend requesting an ordinance that sets a maximum safe temperature limit for indoor common gathering spaces in housing for older persons.

**Recommendation of the Public Safety Licensing Committee on 11-12-2025:** To be Approved with revised changes.

**Fiscal Note:** N/A

**Attachments:** [Agenda Briefing Memo](#)

[Ord. 0028-25 - Safe Temperature Limits in Housing for Older Persons](#)

[#Ord. 0028-25 - Safe Temperature Limits in Housing for Older Persons - Proposed 2025-11-11](#)

*Mason opened the public hearing at 4:59 p.m.*

*Alder Townsend explained the ordinance request and stated that he was approached by community members regarding the temperatures of common spaces in elderly housing. He explained that the ordinance is a practical tool to protect the City's vulnerable population.*

*Peete asked about the consequences for violating the ordinance.*

*Matthew Perz, Assistant City Attorney, explained that there is a \$1,000.00 fine for violating the provisions of the ordinance.*

*Mason commended Alder Townsend for responding to constituents.*

*Mason closed the public hearing at 5:01 p.m.*

**A motion was made by Peete, seconded by Kohlmann, to recommend adoption of the ordinance (Ord. 0028-25). The motion PASSED by a Voice Vote.**

## END OF PUBLIC HEARINGS

[1111-25](#)

**Subject:** Consideration of a request from Monica McDowell, representing Greater New Birth Church Racine, for a minor amendment to a conditional use permit to operate a church and bookstore at 2913 Durand Avenue zoned B2 Community Shopping District, as allowed by Sec. 114-468 of the Municipal Code.

**Attachments:** [Review and Recommendation](#)

[Applicant Submittal](#)

*Madsen presented the request showing the aerial photo and public hearing notification area, zoning and land use designation, and photos for the property and surrounding*

area. He stated that the applicant is looking to expand the use of a bookstore and church into another building on the property. He explained that the property already received a conditional use permit for the bookstore and church use and the amendment would allow the expansion of this use.

Madsen explained the findings of fact to the commission and stated staff is recommending approval of the request subject to conditions a. – e. Madsen reviewed the conditions of approval.

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

[1112-25](#)

**Subject:** Consideration of a request from Danko Signs LLC (dba Signarama) for design review and approval of signage at 320 Main Street.

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

*Michelle Cook, Associate Planner, reviewed the request for signage at 320 Main Street. She showed the proposed rendering and explained that staff would like to add a condition stating that the signage not be internally illuminated.*

**A motion was made by Kohlmann, seconded by Peete, to approve the request subject to conditions a. -e. with the addition of condition f. stating that the sign shall not be internally illuminated. The motion PASSED by a Voice Vote.**

[1113-25](#)

**Subject:** Consideration of a request from Unraveled Creative Studio for design review and approval of signage at 614 Sixth Street.

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

*Madsen reviewed the request for signage at 614 Sixth Street. He showed a rendering of the proposed sign and reviewed the conditions of approval for the request.*

*Commissioners requested that a condition be added to the recommendation that there be no internally illuminated signage.*

**A motion was made by Peete, seconded by Hefel, to approve the request subject to conditions a. -e. with the addition of condition f. stating that the sign shall not be internally illuminated. The motion PASSED by a Voice Vote.**

[1114-25](#)

**Subject:** Consideration of a request from Autumn Latimore, representing Stitched Quilt Shop, for design review and approval of window signage and facade changes at 505 Sixth Street.

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

*Madsen explained the request for signage and façade changes at 505 Sixth Street. This property was reviewed at a previous commission meeting for the Sixth Street side of the façade and is coming back for the review of the window signage and patterned wooden blocks on the rear façade (Seventh Street). Madsen reviewed the possible actions of the commission and staff's recommendation and stated staff is recommending approval subject to conditions a. – e.*

*Commissioners requested that a condition be added to the recommendation that there be no internally illuminated signage.*

**A motion was made by Peete, seconded by Hefel, to approve the request subject to conditions a. -e. with the addition of condition f. stating that the sign shall not be internally illuminated. The motion PASSED by a Voice Vote.**

[1115-25](#)

**Subject:** Consideration of a request from Jaimianne Jacobin, representing Lemonade Stand Projects, for design review and approval of a facade remodeling project and facade grant at 702 Racine Street.

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

*Cook explained the request for façade improvements and a façade grant at 702 Racine Street which included the addition of lighting, removing signage that had been painted on the brickwork, and tuckpointing. She stated that based on the bids received, the applicant is eligible for the full \$10,000 in façade grant funds. Cook stated that staff is recommending approval of the request subject to conditions a. – e. Cook reviewed the conditions of approval.*

*Commissioners requested that a condition be added to the recommendation that there be no internally illuminated signage.*

**A motion was made by Peete, seconded by Hefel, to approve the request subject to conditions a. -e. with the addition of condition f. stating that the sign shall not be internally illuminated. The motion PASSED by a Voice Vote.**

**Adjournment**

**There being no further business, the meeting adjourned at 5:17 p.m.**