



# City of Racine

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

## Meeting Minutes - Final

### Planning Heritage and Design Commission

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Monday, November 18, 2024

4:30 PM

City Hall, Room 205

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#### Call To Order

*Mayor Mason called the meeting to order at 4:31 p.m.*

**PRESENT:** 6 - Mayor Mason, Jones, Hefel, Kohlman, Peete and Chambers

#### Approval of Minutes for the October 14, 2024 Meeting.

A motion was made by Peete, seconded by Jones, to approve the minutes of the October 14, 2024, meeting. The motion PASSED by a Voice Vote.

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

[1033-24](#)

**Subject:** Consideration of a request from Dean Longo and Jeff Longo for a conditional use permit to operate a car upholstery business at 3000 Romaine Avenue located in an I-1 Restricted Industrial Zone District, as allowed by Sec. 114-568 of the Municipal Code.

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

*Steven Madsen, Planning Manager, presented the request. He showed the aerial photo, the zoning, and the land use designation of the property and surrounding area. He described the location of the business and stated that the property is zoned 1-1 Restricted Industrial District with B-3 General Commercial District surrounding. Madsen showed photos of the property and surrounding area. Madsen explained the applicant business summary and stated that the building was mistakenly granted an occupancy permit and has operated as a car upholstery business since 2009 without a conditional use permit. He explained that granting the conditional use permit would make the business legally conform with the zoning code. Madsen explained the possible actions of the Commission and reviewed the required findings of fact for approval of conditional use permits. Madsen stated that based on the required findings of fact, staff is recommending approval of the request subject to conditions a. - g*

*Mason asked about the state of the parking lot.*

*Madsen stated that the concrete on the property was in really good condition and was recently resurfaced and restriped.*

*Peete asked if there were any concerns or issues from the neighbors.*

*Madsen stated no.*

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

*No one was present to speak.*

*Mayor Mason closed the public hearing at 4:38 p.m.*

**A motion was made by Jones, seconded by Chambers, to approve the item based on the required findings of fact and subject to conditions a. – g. The motion PASSED by a Voice Vote.**

[1034-24](#)

**Subject:** Consideration of a request from Ashley Jackson for a conditional use permit to operate an automobile detailing facility at 420 Sixth Street located in a B-4 Central Business District, as allowed by Sec. 114-508 of the Municipal Code.

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

*Michelle Cook, Associate Planner, presented the request. She showed the aerial photo, the zoning, and the land use designation of the property and surrounding area. She explained that the property and surrounding area are zoned B4 Central Business District. She stated that the applicant is looking to use the garage spaces for an automobile detailing establishment. Cook showed photos of the property and the surrounding area and explained that there would be no auto repair at this location. Cook stated that there is a beauty salon operating out of the storefront of the building.*

*Cook showed the floor plan proposed by the applicant and the business summary for the use and explained the possible actions of the commission. She reviewed the required findings of fact for the approval of conditional use permits and stated that staff is recommending approval subject to conditions a. – g.*

*Mayor Mason asked if they were asking for the entirety of the building be used for auto detailing or just the garage portion.*

*Cook stated that it would just be the garage portion. The remainder of the building will operate as a beauty salon.*

*Mayor Mason opened the public hearing at 4:45 p.m.*

*Ashley Jackson, the applicant, spoke on the request. She explained her business operations and stated that she is looking forward to bringing new customers to the downtown area. She stated that the use will provide jobs and in response to Mayor Mason stated that there is a wall separating the salon and the garage spaces.*

*Mayor Mason asked how the operation will work around the hair salon.*

*Ms. Jackson explained that services will be available while a customer is getting their hair done or cut. She explained the decline of auto detailing services.*

*Peete asked for clarification regarding the appointment.*

*Ms. Jackson stated that appointments will be taken between 8:00 a.m. – 5:00 p.m.*

*Mayor Mason closed the public hearing at 4:49 p.m.*

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

[1035-24](#)

**Subject:** Consideration of a request by Jarnail Singh for a conditional use permit to operate an adult daycare facility at 1627 Douglas Avenue in a B-2 Community Shopping District, as allowed by Section 114-468 of the Municipal Code.

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

*Cook presented the request. She showed the aerial photo, the zoning, and the land use designation of the property and surrounding area and explained that the applicant is looking to open an adult daycare facility. She stated that the staff would access the property from the front entrance and the clients of the adult daycare would access the property from the rear. She explained its location and that access to the rear of the property would be from High Street. Cook stated that the property is zoned B2 Community Shopping District and surrounded by B2 and R3 Limited General Residence District. Cook showed photos of the property and surrounding area and explained the floor plan as proposed by the applicant. She explained that there would need to be 200 square feet of usable space per client. Cook explained the application summary and the possible actions of the Commission. Cook reviewed the required findings of fact for approval of conditional use permits and stated that staff is recommending approval subject to conditions a. – j.*

*Peete asked how many clients, employees and what the hours of operations would be.*

*Cook stated there would be 4 clients, 2-3 employees and confirmed that the hours of operation would 8:00 a.m. – 5:00 p.m.*

*Mayor Mason opened the public hearing at 4:58 p.m.*

*Jarnail Singh, the applicant, spoke regarding the request. He stated that adult daycares are in high demand and will do what needs to be done.*

*Mayor Mason closed the public hearing at 5:00 p.m.*

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

## END OF PUBLIC HEARINGS

[1036-24](#)

**Subject:** Consideration of a request by Dominion 12, LLC for approval of a facade grant for a facade remodeling project at 222 - 5th Street.

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

*Cook explained the request and stated that the Commission approved the façade changes in June of this year and that the current request is for the façade grant to facilitate those changes. Cook stated that based on the estimates received, the applicant would be eligible for the full \$10,000 in grant funds per the façade grant guidelines.*

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

## **Adjournment**

**There being no further business, the meeting adjourned at 5:06 p.m.**