



# 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, December 15, 2025

4:30 PM

City Hall, Room 205

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#### Call To Order

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

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

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

#### Approval of Minutes for the December 1, 2025 Meeting.

**A motion was made by Peete, seconded by Chambers, to approve the minutes of the December 1, 2025, meeting. The motion PASSED by a Voice Vote.**

#### [1268-25](#)

**Subject:** Consideration of a request from Audreona Johnson, representing Brilliant and Beyond Childcare, seeking a conditional use permit to operate a childcare facility at 1650 Russet Street, zoned O-I Office/Institutional, as allowed by Sec. 114-428 of the Municipal Code.

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

*Michelle Cook, Associate Planner, introduced the request. She reminded the Commission that this item was deferred at the December 1st Planning, Heritage and Design Commission meeting. Cook briefly ran through the presentation reviewing the zoning of the property and surrounding area. She stated that the property was recently rezoned to O/I to allow for a daycare with the approval of a conditional use permit. She explained the commission deferred the request at the previous meeting to discuss the window coverings for the portions of the windows that were boarded up. She stated initially staff wanted the boards to be removed and the windows restored. However, after speaking with the Building Division a couple of alternatives were discussed for the windows, one of which would be more cost effective for the applicant. She explained the windows would be filled in with siding to match the building. A boarder would surround the siding, similar to what is above the front door of the building.*

*Discussion took place about the lower-level windows. In response to Mayor Mason, Cook explained that the window on the basement was not boarded. She explained that it was a type of covering that was over the window.*

*Cook explained the application summary and the possible actions of the Commission. She stated staff is recommending approval of the request subject to conditions a. - g. Cook reviewed the conditions of approval.*

*Mason reviewed the window condition and explained that staff is looking to have a similar look to what is framed above the door.*

*Kohlmann asked if the applicant could leave the boards and cover them with the siding.*

*Cook explained that we would have to reach out to the Building Division to see if placing the siding over the boards was an option as a proper installation method.*

*Peete asked about the hours of operation.*

*Cook explained that at this time the applicant is not looking to be open on the weekends, however, that would depend on demand. Currently, they are looking to be open Monday – Friday. She stated that they would not have to come back to the Commission to amend their conditional use if there were a change in hours.*

*Chambers asked about the lower-level windows. Kohlmann described it as a fine mesh material, a type of screening.*

*Discussion ensued adding a condition to address the aesthetics of the screening material for the lower-level windows.*

**A motion was made Kohlmann, seconded by Hefel, to approve the request subject to conditions a. – g. with the addition of a condition 5. that the screen be improved with some aesthetic improvement to be approved by staff. The motion PASSED by a Voice Vote.**

[1297-25](#)

**Subject:** Consideration of a request from Corrina Moody and Michelle Brown seeking a minor amendment to a conditional use permit to expand the operation of an adult daycare center at 3417 Douglas Avenue, zoned B1 Neighborhood Convenience District, as allowed by Sec. 114-155 of the Municipal Code.

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

*Cook explained the request and that the property has operated as an adult daycare for the past ten years. She stated the applicant is looking to expand within the same building. She explained that the space previously operated as a child daycare and the applicant is looking to expand their services. Cook reviewed the zoning, land use, and photos for the site and surrounding area. She showed the floor plan which includes activity space, bathrooms, kitchens, etc.*

*Cook explained the applicant summary, the possible actions of the commission, and the required findings of fact for approval of conditional use permits. She stated based on the required findings of fact, staff is recommending approval of the request subject to conditions a. – i.*

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

**Adjournment**

*There being no further business the meeting adjourned at 4:50 p.m.*

