

**CITY OF RACINE**

**General Application Form**

Department of City Development  
730 Washington Ave., Rm. 102  
Racine, WI 53403  
Phone: 262-636-9151  
Fax: 262-635-5347

**Type of Reviews**

- 2035 Comprehensive Plan Amendment (\$0 Fee)
- Administrative Review (\$0 Fee)
- Certified Survey Map (\$170 + \$50 per lot)
- Conditional Use Permits (\$695 Fee)
- Design Review (\$0 Fee)
- Research Request (\$0 Fee)
- Rezoning (\$830 Fee)

**APPLICANT NAME:** Mandy Tutas  
**ADDRESS: STREET:** 9325 Luane Dr. **CITY:** Racine **STATE:** WI **ZIP:** 53406  
**TELEPHONE:** (262) 1633-6401 x102 **CELL PHONE:** (262) 164-3395  
**EMAIL:** atutas@dekoencenter.org

**AGENT NAME (IF APPLICABLE):** \_\_\_\_\_  
**ADDRESS: STREET** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**PROPERTY ADDRESS (ES):** 1600 21st Street, Racine, WI 53403 (520 21st Street - physical)  
**CURRENT ZONING:** O1 Office Institutional District  
**CURRENT/MOST RECENT PROPERTY USE:** Retreats, Conferences, Weddings, Residential Apartments  
**PROPOSED USE:** Some apartments converting to Airbnb/short term rentals  
**PROPOSED ZONING (only if applicable):** FD Flex Development Overlay District  
**LEGAL DESCRIPTION AND TAXKEY (only required for CSM, Rezoning and Comprehensive Plan Amendments):** \_\_\_\_\_  
\* see attached 2018 Real Estate Property Tax Receipt  
**CURRENT COMPREHENSIVE PLAN DESIGNATION: (only for comp plan amendments)** \_\_\_\_\_  
**PROPOSED COMPREHENSIVE PLAN DESIGNATION: (only for comp plan amendments)** \_\_\_\_\_

Are you the owner of the property included in the area of the requested zoning?

- Yes
- No
- Option to Purchase
- Lease

**\*NOTE:** The owner of the property (if different than the applicant) must sign this application.

**OWNER & APPLICANT AUTHORIZATION**

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. I agree that if this request is approved, it is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representation or conditions of approval. The applicant/owner by their signature understands and agrees that they are responsible for the completion of all on-site and off-site improvements as shown and approved on the final plan:

Owner (s) Signature: Max Bersten Date 6/17/19  
 Print Name: Max Bersten, Executive Director

Applicant (s) Signature: Mandy Tutas Date 06/17/19  
 Print Name: Mandy Tutas

**Surface Details**

- Indicate the surface detail of all outdoor areas (i.e.: grass, gravel, asphalt, concrete, pavers, etc.).

**Sewer/Water**

- Show the location of all sewer, water and storm sewer lines (only for new construction or project where there is an increase in impervious surface).

**Signage**

- Provide proposed signage information for the project. (Note: This is required if signage is the reason for the conditional use. If not, signage may be approved separately from the Conditional Use review unless otherwise indicated by Staff).

**Drainage/Grading**

- Show on-site surface water drainage and grading, and building and ground elevations (new construction only).



**FLOOR PLANS & ELEVATION DRAWINGS TO SCALE:** (Unless otherwise noted, provide 3 copies, One of the three copies shall be no larger than 11"x17". The reduced copy does not need to be to scale. (NOTE: Submit 8 sets for Planned Developments): **If you are unable to provide this information addressing all the requirements below, you may wish to contact an architect to assist you in creating your plans.**

**Scaled Floor Plans**

- Provide an 'as-built' copy, and a 'proposed build out' copy if any changes to the internal layout are requested. Scaled dimensions of all interior areas shall be provided. These areas may include office spaces, general work areas, storage areas, waiting rooms, repair areas, bathrooms, garage areas, kitchen areas, etc.

**Architecture**

- Provide detail of existing architectural treatments on the entire building exterior. If remodeling, repairing, or new construction work is part of this proposal, also provide information on proposed colors, materials, and extra features such as awnings, canopies, porticos, etc. Identify what materials the building will be constructed of (i.e.: masonry, brick, etc.). Indicate any proposed changes to the materials (including the roof).

**OTHER INFORMATION**



**Written Description**

- Provide a DETAILED, WRITTEN description of the proposed business. Provide information about the type of business, machinery involved, type of product produced and/or services being provided, noise issues, parking data, etc. Additional information may be requested throughout the review process.

**Deliveries**

- Discuss anticipated truck traffic and size of trucks, as well as frequency of deliveries and pick-ups.

**Maintenance Plan**

- Provide a site maintenance plan, indicating who will be responsible for things such as grass cutting, garbage and litter removal, enforcement of parking standards, clearing of snow, daily site up-keep, etc. If these duties will be contracted out, include a copy of the contractor's proposal or agreement.

**Indicate any plans for future expansion, if applicable**

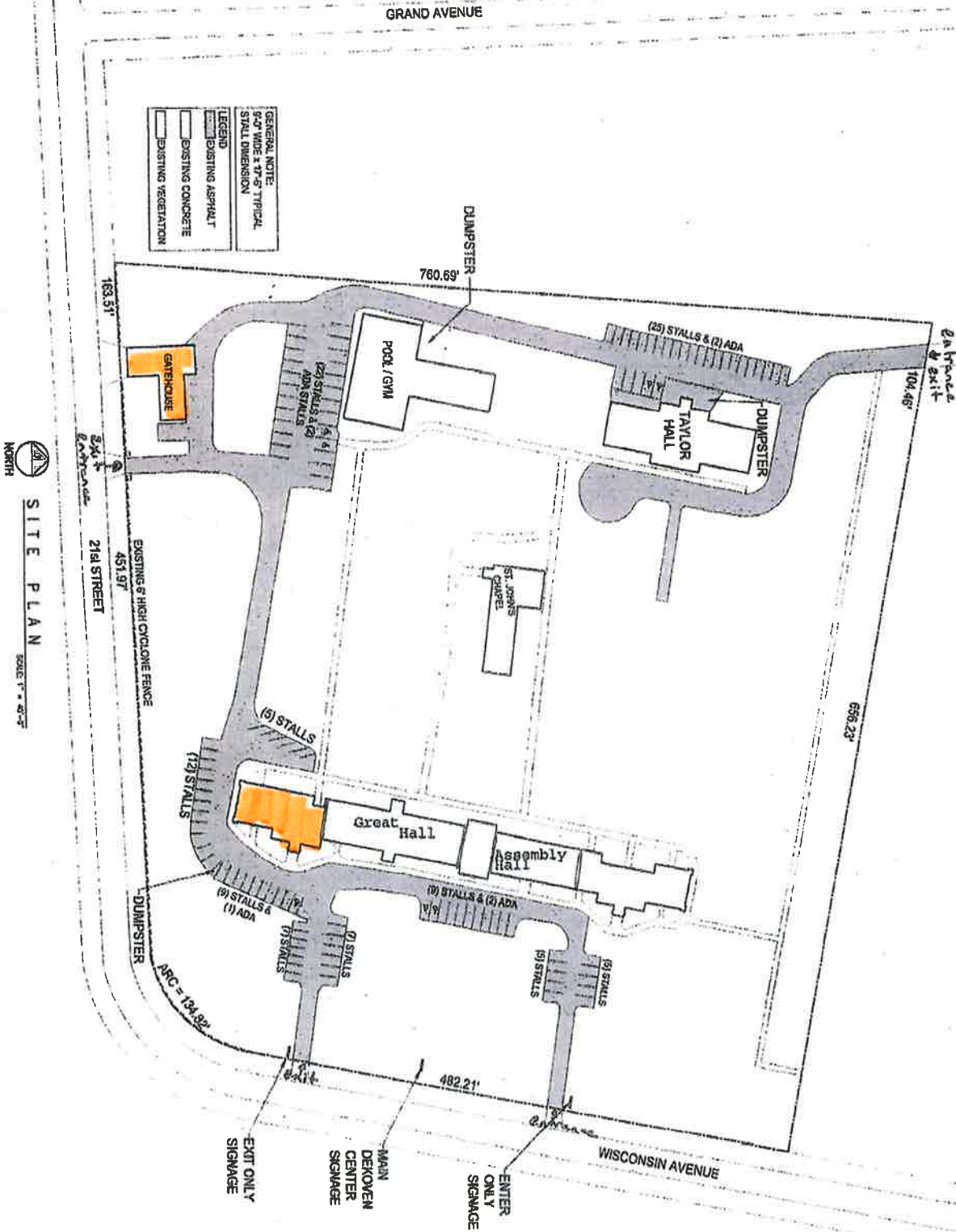
**Review Fee**

- **A non-refundable review fee of \$695.00, payable by cash or check, made out to the City of Racine shall be submitted with the complete submittal+. If this request is being made in conjunction with a rezoning request, the combined fee is \$1,120.00.**

I certify that all items checked above have been provided. I understand that not providing all of this information may result in an incomplete application and delay the consideration of my project for approval.

SIGNATURE: Mandy Titus  
Max Titus

DATE: 06/17/2019  
06/17/2019



GENERAL NOTE:  
 9'-0" WIDE x 17'-6" TYPICAL STALL DIMENSION

LEGEND:  
 [Orange Box] EXISTING ASPHALT  
 [White Box] EXISTING CONCRETE  
 [Dashed Line] EXISTING VEGETATION

NORTH  
**SITE PLAN**  
 SCALE 1" = 40'-0"

DATE \_\_\_\_\_  
 DRAWN BY \_\_\_\_\_ CHECK BY \_\_\_\_\_  
 SHEET TITLE \_\_\_\_\_  
 SHEET NUMBER \_\_\_\_\_  
 PROJECT NO. \_\_\_\_\_

REVISION DATES \_\_\_\_\_  
 PROJECT: **DEKOVEN CENTER**  
 600 21ST STREET  
 RICHIE, WISCONSIN

**NIJSEN BUILDING SYSTEMS**  
 ARCHITECTS  
 ENGINEERS  
 CONTRACTORS  
 DEVELOPERS  
 PLANNERS

4500 SIX MILE ROAD  
 RICHIE, WI 53082  
 (262) 688-4875  
 (262) 688-4876  
 nijsen@nijsen.com  
 nijsen.com

The DeKoven Center is requesting a zoning change for our site to a Flex Development Overlay District from the current Office/Institutional designation. We would like to change the current use of 5 apartments to short term rental establishments in our Gatehouse and East Building.

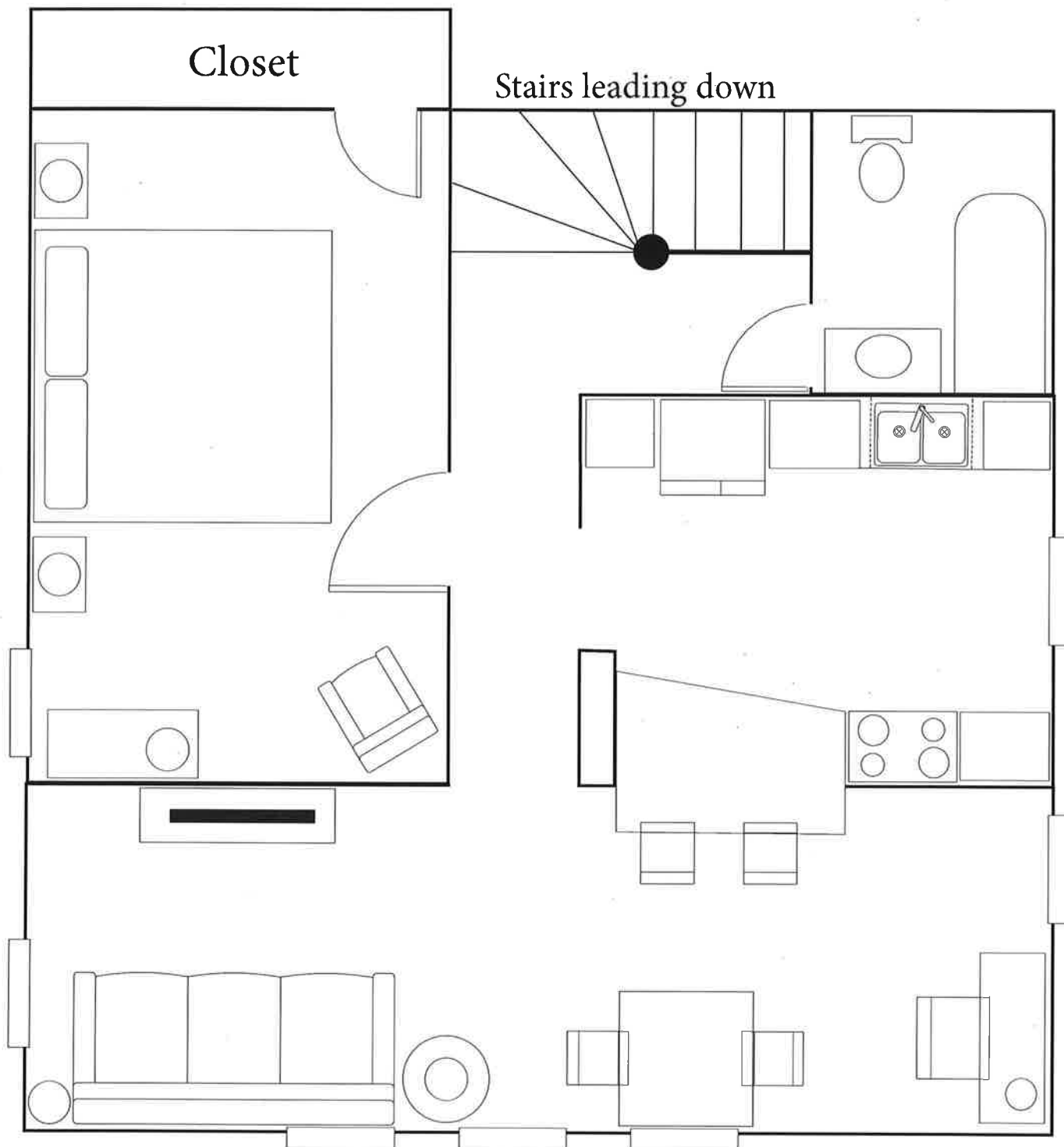
Founded in 1852 as Racine College, the site has been a center for rest, reflection and learning for 167 years. When the Community of St. Mary (an Episcopal order of nuns) purchased the property in 1935 it became one of the first Episcopal retreat and conference centers in the country. We are proud to continue the Community of St. Mary's vision of hospitality for all people.

We are now aware that city guidelines stipulate that these short term rental units be a primary residence. However due to the uniqueness of our mission and campus, we feel that the addition of STREs will greatly add to the viability and long term financial health of DeKoven.

At this time we have two apartments of the six total in our Gatehouse that are ready to be used for this purpose. They are segregated from the other four apartments in the building and have their own entrance, thus do not interfere with the other tenants. We are a self-contained community where these additional visitors will not make an impact of the neighborhood. As we have our own maintenance staff which will handle any issue that may arise and a professional hospitality staff that is well versed in guest relations.

As apartments in the south end of the East building become available, we would like to have the ability to convert these units to STRE's as well. This would be especially beneficial for our wedding reception business as they are located close to the main reception halls. When we have weddings, we are asked routinely if we have overnight accommodation available. When we are asked this question, we have to explain that while we do have overnight accommodation in our retreat center, these are consistently occupied especially during the wedding season. This addition of these units will actually help us increase both the retreat and special event sides of our mission. Adding this service will also help attract more visitors to the Racine community and the south side in particular.

# Apartment #6 in the Gate House at The DeKoven Center



# Apartment #6 in the Gate House at The DeKoven Center

