



City of Racine

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

Meeting Minutes - Draft

Planning Heritage and Design Commission

Monday, July 14, 2025

4:30 PM

City Hall Annex, Room 330
800 Center Street

Call To Order

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

*Note: Mayor Mason, not listed in the attendance, was also present.
Commissioner Hefel attended the meeting virtually.*

PRESENT: 3 - Hefel, Chambers and Peete

EXCUSED: 1 - Kohlman

Approval of Minutes for the June 16, 2025 Meeting.

A motion was made by Peete, seconded by Chambers, to approve the minutes of the June 16, 2025 meeting. The motion PASSED by a Voice Vote.

4:30 P.M. PUBLIC HEARING

[0724-25](#)

Subject: Consideration of a request from Pedro Luna for a conditional use permit to operate a landscaping contractor office/yard at 2625A Lathrop Avenue, as allowed by Sec. 114-468 of the Municipal Code.

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

Steven Madsen, Planning Manager, explained the request and the location of the property on Lathrop Avenue. He showed the zoning map of the property, explaining that the property was rezoned to B2 Community Shopping District several years ago with the surrounding area being zoned I-1 Restricted Industrial District, and R2 Single-Family Residence District to the south and east. Madsen displayed the land use map and photos for the property and surrounding area. Madsen explained the site plan. He stated that they will have materials stored on site similar to what Central Saw used to have and that there will be two fenced areas for storage of landscaping materials and other materials for sale. Madsen explained the application summary for the project. He stated that the applicant is seeking to operate a landscaping business that would include the retail of landscaping material and that the trucks and all landscaping materials would be in the fenced in areas. Madsen explained the possible actions of the commission and the required findings of fact for approval of conditional use permits. Based on the required findings of fact, Madsen stated staff is recommending approval of the request subject to conditions a. – f.

Chambers asked how site access to the street would occur.

Madsen explained that site access would occur from Lathrop Avenue and there are number of connected parking lots and drives that connect the business complex.

Mason stated that the use is similar to Central Saw, a business that used to be at the location. He asked if outdoor storage should be more precise and if it should be worded as outdoor storage and vehicles.

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

No one was present to speak.

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

A motion was made by Chambers, seconded by Peete, to approve the request subject to conditions a. – f. with the modification to condition d. to change the wording to all “outdoor storage and vehicles” be screened from view by a solid wall, fence, or landscaping. The motion PASSED by a Voice Vote.

END OF PUBLIC HEARING

[0647-25](#)

Subject: Communication sponsored by Alder Townsend on behalf of Preservation Racine requesting to install a Camp Utley historical marker at or adjacent to 1805 Wisconsin Ave.

Staff Recommendation of the Public Works and Services Committee on 07.08.25: To approve

Recommendation of the Planning, Heritage and Design Commission on 07-14-2025: That the request from Preservation Racine requesting to install a Camp Utley historical marker at or adjacent to 1805 Wisconsin Avenue be approved, subject to conditions a. - g.

Fiscal Note: Preservation Racine will pay for the fabrication of the marker and it will be donated to the City of Racine. The cost for the City DPW to install this signage will be approximately \$400.00. Cost to install will be reimbursed by Preservation Racine.

Attachments: [Recommendation](#)
 [Proposed Sign](#)
 [Signage Submittal](#)
 [Historical Sign Request](#)
 [#0647-25 Resolution](#)

Jeff Hintz, Assistant Director of City Development, explained the request. He stated Scott from Preservation Racine was also present to answer questions staff could not. Hintz explained that the request was a dual referral to Planning, Heritage and Design Commission and the Public Works and Services Committee (PW&S). He stated PW&S reviewed the request because it was going to be placed on City property. He showed

the location for the proposed sign and explained that while 1805 Wisconsin Avenue is a parcel, it is technically considered City right-of-way and the preferred location of the sign due to location of utilities in the area. He showed the commission a proposed design and description for the sign. He stated that the sign would be similar to the Underground Railroad markers that were placed around Downtown; it is intended to be a double-sided design.

Hintz explained that the research was done by Preservation Racine and explained the application summary for the request. He stated that the applicant is requesting permission to install a historical marker for Camp Utley, a Civil War training camp that existed in the area immediately north to the Lake Oaks/DeKoven Center Campus, at or adjacent to 1805 Wisconsin Avenue.

Hintz reviewed the possible actions of the Commission and stated staff is recommending approval subject to conditions a. – g. Hintz reviewed the conditions of approval noting that the signage is to be a bronze plaque, double sided and include the city logo, City staff is to install the signage, and that the signage be donated to the City of Racine upon installation for upkeep and maintenance.

Peete stated that the request is a great idea and asked about condition f.

Mason explained that the idea is that the City would pay for the installation and the maintenance of the sign. Preservation Racine would pay for the sign that would then be donated to the City for maintenance and upkeep.

Mason reiterated that it was a great idea from Preservation Racine.

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

[0725-25](#)

Subject: Consideration of a request from Mike Monday, representing the Racine Public Library, for design review and approval of a fence at 75 - 7th Street.

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

Madsen explained the request, showed the design of the proposed fencing, and showed the area in front of the library on Lake Avenue where the fencing would be installed. He stated that there was currently a bush in the area that hides the air intake to the library and the applicant is hoping that by putting up a fence it will keep people out of the space since it is not designed for pedestrians to be there. He explained that the applicant has had issues with people smoking near the intake and at least once debris was thrown in the intake causing a fire. He stated that the applicant is hoping that by fencing off the area it will keep pedestrians away from the intake.

Mason asked if they were getting rid of the bush and if the fencing would go up to the sidewalk.

Madsen stated that the fencing would go up to the sidewalk and the bush should remain.

Madsen explained the possible actions of the commission and stated that staff is

recommending approval subject to conditions a. – c.

Chambers asked if the fencing would be next to the sidewalk, return to the building, and be u-shaped.

Madsen stated yes, that was his understanding.

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

[0726-25](#)

Subject: Consideration of a request from Dominion 12, LLC for design review and approval of signage at 401 Wisconsin Avenue.

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

Madsen explained that there were some changes in the signage at 401 Wisconsin Avenue. He stated that the applicant informed staff that they had to switch sign contractors so the request is for review and approval of a new sign design. He explained that the design is relatively similar it is just a different style than what was initially reviewed by the commission. Madsen showed the rendering of the proposed signage.

In response to Commissioners, Madsen stated there will be a sign on each side of the parking lot. One on Fifth Street and another on Wisconsin Avenue.

Madsen reviewed the possible actions of the commission and stated that based on design guidelines of defining pedestrian space and helping to navigate downtown, staff is recommending approval subject to conditions a. – c.

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

[0727-25](#)

Subject: Consideration of a request from the Community Development Authority of the City of Racine for review and approval of a 1-Lot Certified Survey Map for 1413, 1411, and 1407 West Street as prepared by Aaron Friess of Nielsen Madsen and Barber.

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

Michelle Cook, Associate Planner, explained the request for a 1-Lot Certified Survey Map for 1413, 1411 and 1407 West Street. She explained that the properties were located in the Lincoln King Neighborhood and the request was to combine three lots into one to make way for the housing project that is going on in the neighborhood. She explained the current configuration of the lots and what the lots would like once combined.

Cook explained staff's recommendation and stated that approval is being recommended subject to conditions a. – d.

Mason asked if the intention was to lose the lot nearest Wilson Street to eventually bend the street so that Wilson Street better lines up, if there were enough room to

reconfigure the street.

Hintz explained that there was enough room.

Mason briefly discussed how Wilson Street would be lined up.

A motion was made by Chambers, seconded by Peete, 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 4:55 p.m.