



CITY OF RACINE DEPARTMENT OF CITY DEVELOPMENT STAFF REPORT

Meeting Date: 11/3/2025

To: Mayor and Planning, Heritage and Design Commission Members

From: City Development Department, Division of Planning and Redevelopment

Division Manager: Steven Madsen – (262) 636-9153 – steven.madsen@cityofracine.org

Case Manager: Steven Madsen

Location: 800 Villa St

Applicant: Amelia Fahrnich

Property Owner: Sonnenberg Schools, Inc

Request: Consideration of a conditional use permit to operate administrative offices at 800 Villa Street, classified as a “retail use in an existing commercial building”, for property located in a R-3 Limited General Residence Zone District, as allowed by Sec. 114-308 of the Municipal Code.

BACKGROUND AND SUMMARY: The applicant seeks to utilize the building at 800 Villa Street as administrative offices. The offices would have an average of 2-4 employees daily and will be for administrative staff, leadership personnel, and support functions necessary for the operation of the school system..

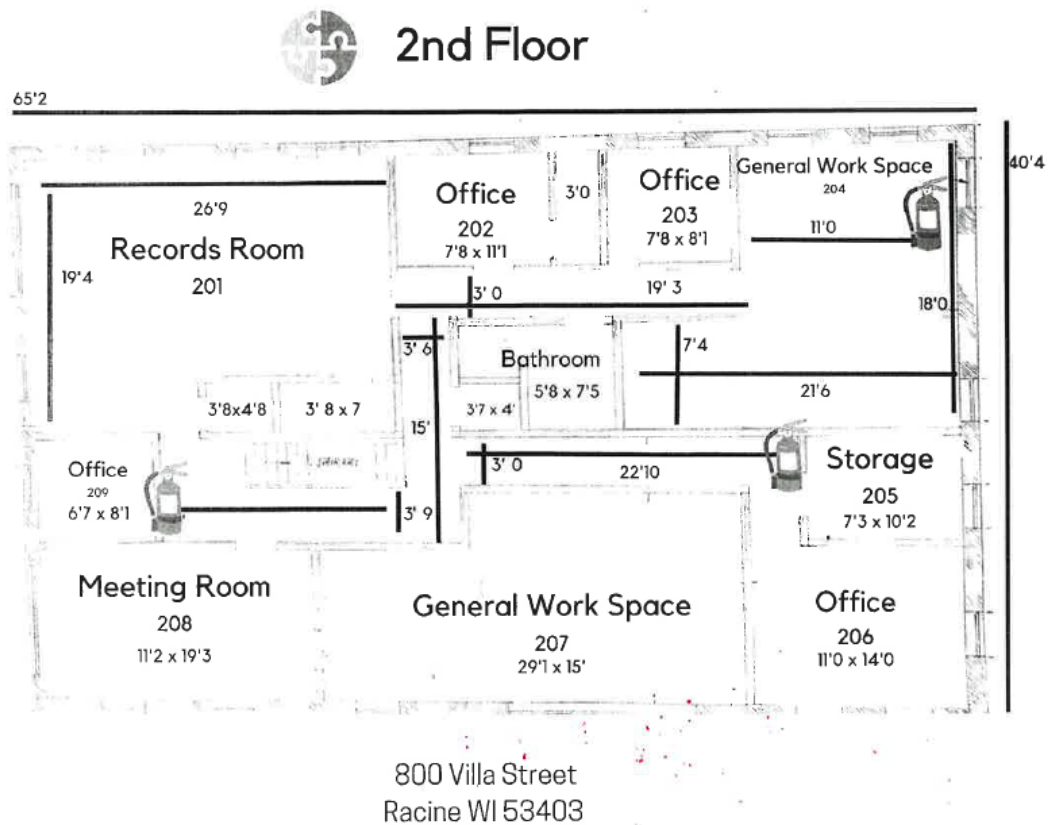
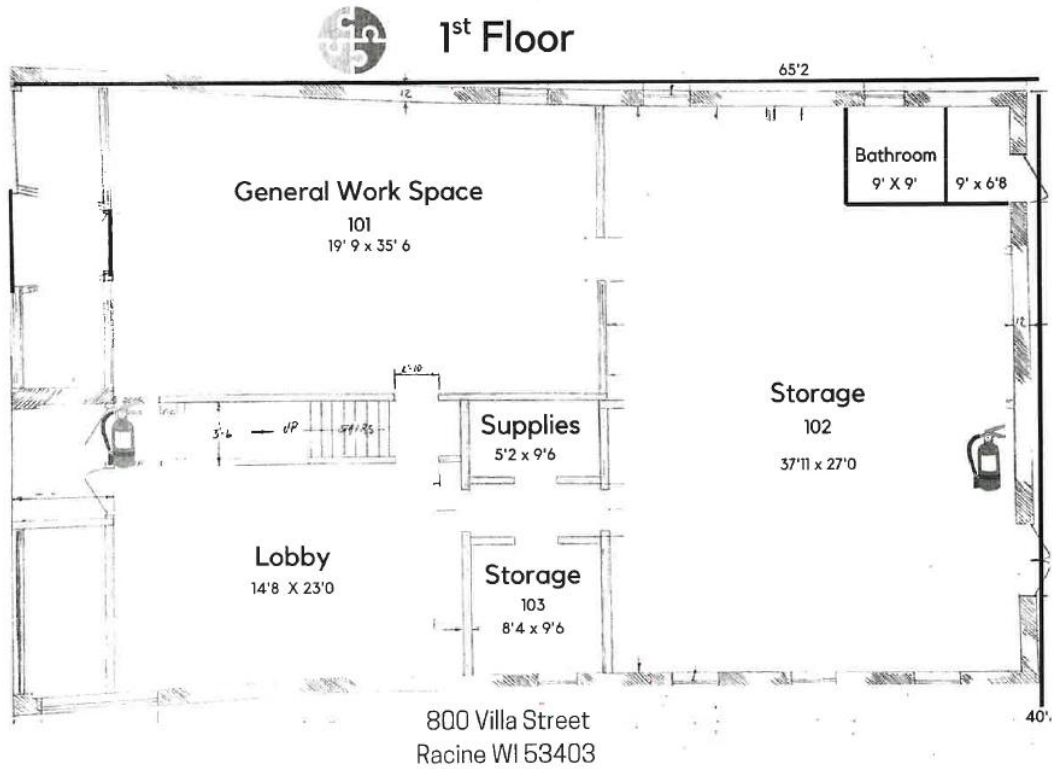
The Zoning Ordinance classifies this proposed use (Offices, business and professional) as permissible in the R-3 Limited General Residence Zone District upon the issuance of a conditional use permit (114-308). The building must be designed for a commercial purpose and constructed and used for commercial purposes prior to 1976. Conditional use permits for commercial uses in residential zone districts are not allowed to be transferred to another entity.



Birdseye view of the property, indicated in blue (image from City Pictometry).



Proposed Site Plan



GENERAL INFORMATION

Parcel Number: 01324000

Property Size: 3,240 square feet

Comprehensive Plan Map Designation: Medium Intensity

Consistency with Adopted Plans:

The [Racine Comprehensive Plan](#) states that:

- Maintain and develop a land use pattern that strengthens the character and livability of the City's downtown core, commercial and industrial areas, and neighborhoods.
- Promote infill development in areas with existing infrastructure and services, protecting natural areas, and provide adequate infrastructure, public services, and land supply to meet existing and future.

Corridor or Special Design District?: N/A

Historic?: N/A

Current Zoning District: R-3 Limited General Residence

Purpose of Zone District: The R-3 limited general residence district is intended to provide areas which are to be occupied substantially by single-family and two-family dwellings and attached dwellings. It is designed to accommodate limited apartment dwellings while maintaining a low-density owner-occupancy character.

Proposed Zoning: No change proposed

Existing Land Use: Reading Program

Surrounding Zoning and Land Uses:

North	R-3 Limited General Residence	Church
East	R-3 Limited General Residence	Dwellings
South	R-3 Limited General Residence	Dwellings
West	R-3 Limited General Residence	Dwellings

Operations: The hours of operation are Monday through Friday, primarily between the hours of 7:30 a.m. and 4:00 p.m. They are not expecting to generate significant delivery traffic, but any deliveries would be during the standard business hours.

ANALYSIS:

Development Standards:

Density ([114-Article V](#): Article VII, Div. 5 [Bulk Regulations](#) & 8 [Lots](#)):

Standard	Required	Provided
Lot Area	6,000 square feet	3,240 square feet
Lot Frontage	30 feet	40 feet
Floor Area Ratio	N/A	N/A

Setbacks ([114-Article V](#): Article VII, Div. 6 [Development Standards](#)):

Yard	Required	Provided
Front (East)	25 feet	0 feet
Side (North)	6 feet	0 feet
Side (South)	6 feet	0 feet
Rear (West)	35 feet	10 feet

This building predates the existence of the current zoning code and is considered legal, nonconforming.

Building design standards (114-Secs. [735.5](#) & [736](#)): This request does not include any new buildings or modifications to the exterior.

Off-street parking and loading requirements (114- [Article XI](#)):

Use Type	Required	Provided
Takeout/Carryout Restaurant	8 spaces	1 spaces
Total	8 spaces	1 spaces*

A building of this size does not require a dedicated loading space.

* Since the building has been historically used for commercial purposes, they are not required to provide additional parking beyond what exists. The limited scope of the use of the building should not generate a large need for parking.

Landscaping, screening and yard requirements ([114- Article V](#): Article VII, Div. 6 [Development Standards](#) & 7 [Fences and Walls](#)): The required screening already exists on the west line and the rest of the lot is taken up by the building.

Sign Regulations (114-[Article X](#)): The applicant is not proposing signage at this time. The lot would be allowed to have one 16 square foot wall sign which cannot be internally illuminated.

Outdoor lighting, signs ([114-Sec. 742](#)): The applicant is not proposing any changing to lighting. The site lighting complies with the development standards and focuses light onto the subject property and not onto adjacent properties.

Rubbish and trash storage ([114-Article V](#) & [114-740](#)): The building currently has a dumpster and there are no plans in changing the location.

Engineering, Utilities and Access:

Access ([114-1151](#)): The site has a curb cut to a single parking space off of eighth street.

Surface drainage ([114-739](#) & Consult Engineering Dept.): The reuse of this existing building is not expected to alter drainage for the area or lot.

Sewage disposal and water supply ([114-821](#) & Consult Engineering and S/W Utility): All utilities are available for this site and the applicant proposal is not expected to impact the ability to serve this area.

Exceptions to ordinance: No exceptions are required for this proposal.

Additional Planning and Zoning Comments:

REQUIRED FINDINGS OF FACT:

CONDITIONAL USE FINDINGS (Sec. 114-154. – Standards.)

Required findings of fact will be completed once staff receives the additional requested information.

POSSIBLE ACTIONS FOR THE PLANNING HERITAGE AND DESIGN COMMISSION

1. Approve the request as submitted; or
2. Approve the request with conditions deemed necessary to mitigate any adverse impacts that could arise from the project; or
3. Deny the request; or
4. Defer the request to obtain more specific information about the request; or
5. Defer with a continuance of the public hearing to a date certain, subject to the consent of the applicant.

STAFF RECOMMENDATION: THAT THE REQUEST FROM AMELIA FAHNRICH, SEEKING A CONDITIONAL USE PERMIT TO OPERATE ADMINISTRATIVE OFFICES IN AN EXISTING BUILDING DESIGNED FOR COMMERCIAL USE AT 800 VILLA STREET BE APPROVED, SUBJECT TO THE FOLLOWING CONDITIONS:

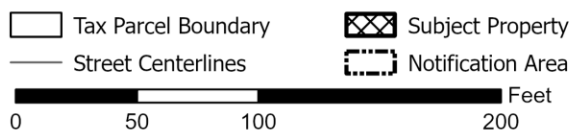
- a) That the plans presented to the Planning, Heritage and Design Commission on November 3, 2025, be approved subject to the conditions contained herein.
- b) That all codes and ordinances are complied with and required permits acquired.
- c) That there will be no instructional programming or student attendance at the property.
- d) That no minor changes be made from the conditions of this permit without the approval of the Department of City Development, and no major changes be made from the conditions of this permit without the approval of the Planning, Heritage and Design Commission.
- e) That this conditional use permit is subject to Planning, Heritage and Design Commission review for compliance with the listed conditions.

ATTACHMENTS:

- 1) Property owner notification map indicating the subject property;
- 2) Aerial Photo indicating the subject property;
- 3) Zoning Map indicating the subject property;
- 4) Land Use Map from Comprehensive Plan, indicating the subject property;
- 5) Site photos of the property and general area; and
- 6) Submittal documents (view in legistar).

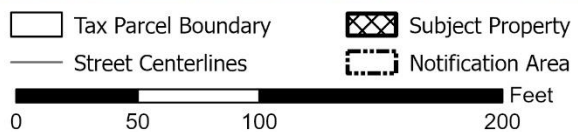


Conditional Use Permit - 800 Villa St



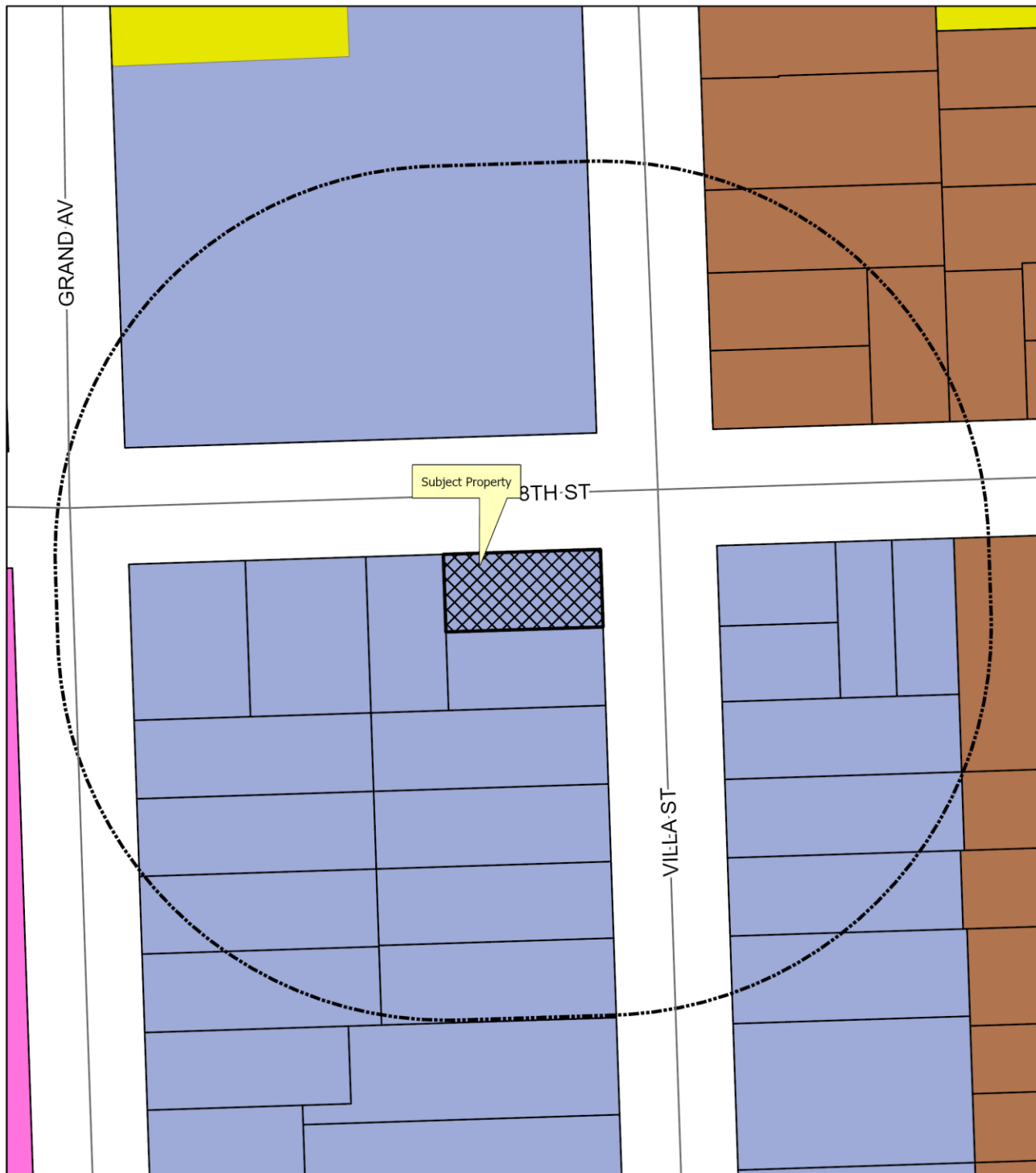


Conditional Use Permit - 800 Villa St





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Zoning Designation

R-3 B-4
R-4 O/I

— Tax Parcel Boundary

— Street Centerlines

Subject Property

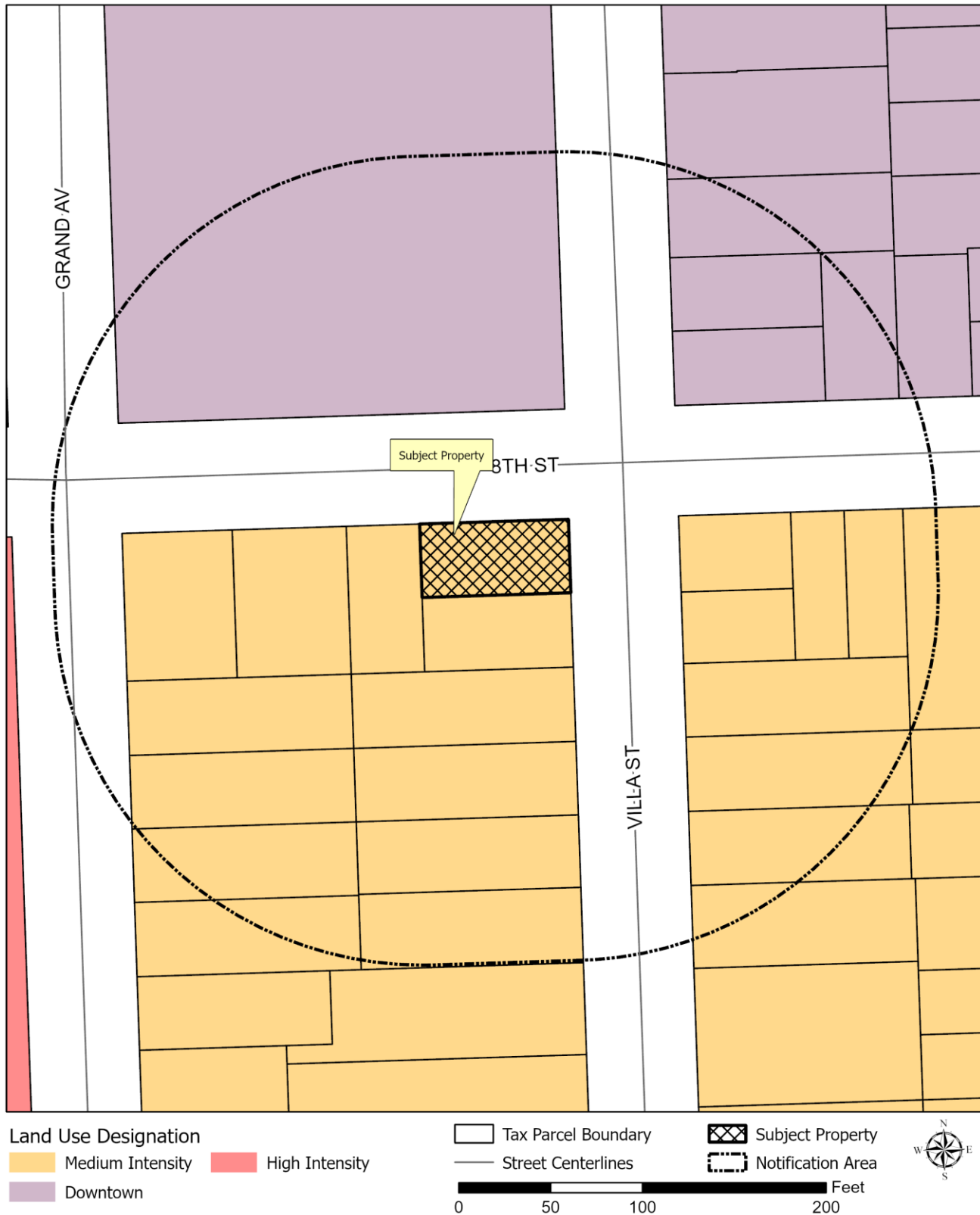
Notification Area

0 50 100 200 Feet





Conditional Use Permit - 800 Villa St



Site Photos



Looking South at subject property



Looking West at Subject property



Looking Northwest at subject property



Looking North across 8th St.