



## **CITY OF RACINE DEPARTMENT OF CITY DEVELOPMENT STAFF REPORT**

**Meeting Date:** 7/20/2026

**To:** Mayor and Planning, Heritage and Design Commission Members

**From:** City Development Department, Division of Planning and Redevelopment

**Division Manager:** Steven Madsen– (262) 636-9151 [steven.madsen@cityofracine.org](mailto:steven.madsen@cityofracine.org)

**Case Manager:** Michelle Cook

**Location:** 816 Sixth Street

**Applicant:** Nicole Urquhart, Urquhart Funeral Services

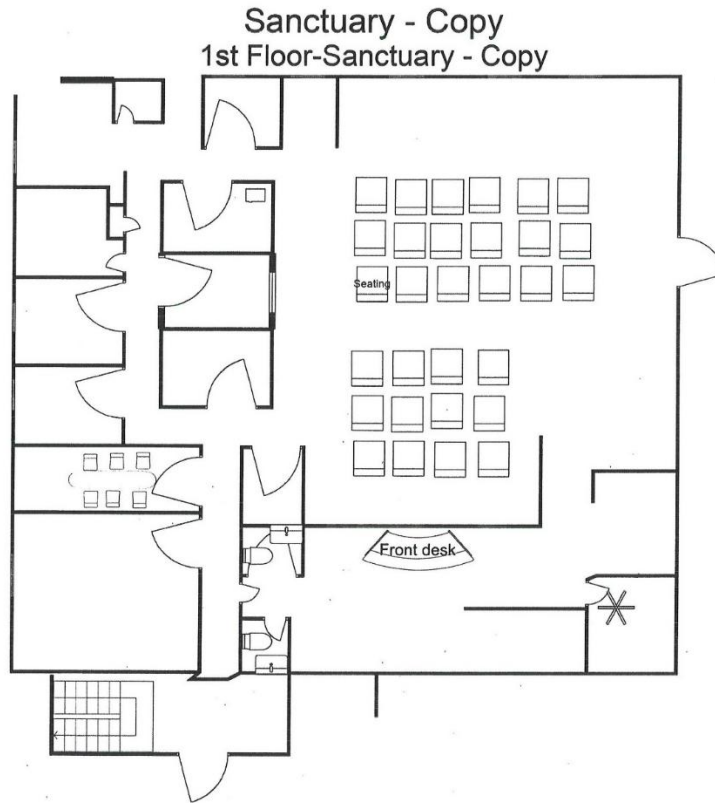
**Property Owner:** DFLC, Inc.

**Request:** Consideration of a request from Nicole Urquhart of Urquhart Funeral Services for a conditional use permit to operate a funeral establishment at 816 Sixth Street in a O/I Office/Institutional Zone District, as allowed by Section 114-428 of the Municipal Code.

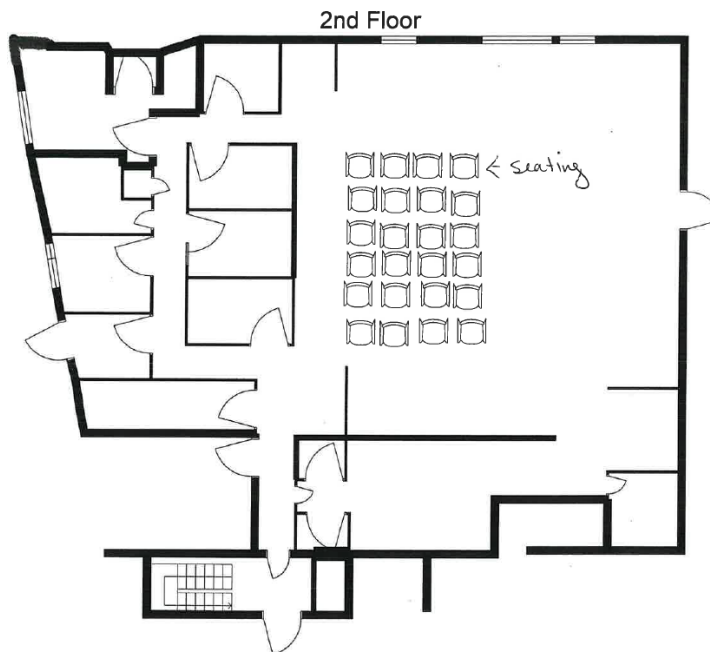
**BACKGROUND AND SUMMARY:** The applicant contemplates having a funeral home located in an existing office building. The Zoning Ordinance classifies this proposed use (funeral establishment) as permissible in the O/I Office/Institutional Zone District upon the issuance of a conditional use permit (114-428).



Birdseye View of Property, in red (Image from City Pictometry). North is to the right.



First floor, floor plan, submitted by the applicant.



Second floor, floor plan, submitted by the applicant

## GENERAL INFORMATION

**Parcel Number:** 03521000

**Property Size:** 87,991 square feet

**Comprehensive Plan Map Designation:** Downtown

**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:** O/I Office/Institutional

**Purpose of Zone District:** The O-I Office/Institutional District is designed primarily to accommodate office buildings, civic and governmental structures, and educational and institutional buildings in a mutually compatible environment. Compatible apartment structures may be allowed by conditional use permit.

**Proposed Zoning:** N/A

**Existing Land Use:** Vacant

**Surrounding Zoning and Land Uses:**

|              |                                          |                                                           |
|--------------|------------------------------------------|-----------------------------------------------------------|
| <b>North</b> | B-4/FD Central Business/Flex Development | Vacant Land                                               |
| <b>East</b>  | B-4 Central Business                     | Awning and Textile Supplier<br>Vacant Land<br>Residential |
| <b>South</b> | O/I Office/Institutional                 | Governmental Institution                                  |
| <b>West</b>  | I-2 General Industrial                   | Manufacturing Facility                                    |

## ANALYSIS:

### Development Standards:

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

| Standard         | Required    | Provided           |
|------------------|-------------|--------------------|
| Lot Area         | No minimum  | 87,991 square feet |
| Lot Frontage     | 30 feet     | 321 feet           |
| Floor Area Ratio | 2.5 maximum | .18                |

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

| Yard                | Required | Provided |
|---------------------|----------|----------|
| Front (East)        | 25 feet  | 149 feet |
| Corner Side (North) | 15 feet  | 283 feet |
| Corner Side (South) | 15 feet  | 0 feet   |
| Rear (West)         | 30 feet  | 0 feet   |

\*The property is legally non-conforming.

**Building design standards** (114-Secs. [735.5](#) & [736](#)): There are no changes being proposed and the design of the building complies with the design standards required by the code.

**Sign Regulations** (114-[Article X](#)): No sign plan was submitted with this application. Any changes to exterior signage would have to be reviewed by the Planning, Heritage and Design Commission.

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

| Use Type              | Required | Provided |
|-----------------------|----------|----------|
| Funeral Establishment | 80       | *83      |

\*Number of parking spaces as provided by the site plan.

**Landscaping, screening and yard requirements** ([114- Article V](#): Article VII, Div. 6 [Development Standards](#) & 7 [Fences and Walls](#)): The site is almost entirely developed and there are no planned changes to landscaping.

**Outdoor lighting, signs** ([114-Sec. 742](#)): There are no planned changes to lighting on the property.

**Rubbish and trash storage** ([114-Article V](#) & [114-740](#)): There are no updates to the site plan regarding trash storage. Trash must be stored towards the rear of the property and screened from view in order to meet the intent of the ordinance.

### Engineering, Utilities and Access:

**Access** ([114-1151](#)): There are no proposed changes to the ingress and egress of the site and it should be adequate.

**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's proposal is not expected to impact the ability to service this area.

**Exceptions to ordinance:** None

**Additional Planning and Zoning Comments:** N/A

## **REQUIRED FINDINGS OF FACT:**

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

No Conditional Use shall be recommended by the Plan Commission unless it is found that that:

- 1) The establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger, the public health, safety, morals, comfort, or general welfare.**

Staff Comments: The establishment of a funeral home in this building is not anticipated to be a detriment to the neighborhood. The establishment will operate with hours consistent with the businesses in the surrounding area and traffic from the site will be on an occasional basis. The operations will be less intensive than certain uses that are allowed by right and leaving the property as vacant would be more detrimental to the area.

- 2) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.**

Staff Comments: The reuse of this building will not be injurious to the surrounding area. The area consists of a variety of uses including offices, manufacturing, and governmental. The addition of the proposed funeral home to this array of uses will complement the development in the area.

- 3) The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

Staff Comments: The proposed use will operate more as an office building with occasional services for funerals bringing less intensity than other uses that may be allowed by right and is not expected to negatively impact surrounding properties. The building has been vacant for several years, which is more of an impediment to development than the proposed reuse of the building. Vacant buildings diminish property values and deter development. Reusing this building will bring subtle activity to the neighborhood.

- 4) Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.**

Staff Comments: The applicant is not contemplating any changes to the access, utilities, or drainage for the site. The reuse of the site and the existing building are not expected to have an impact on the provision of utilities for the property or general area.

- 5) Adequate measures have been or will be taken to provide ingress and egress so designated as to minimize traffic congestion in the public streets.**

Staff Comments: Ingress and egress will remain unchanged and are anticipated to be adequate based on the proposed usage of the property. Access to the site will be from Sixth and Center Streets.

- 6) The proposed conditional use is not contrary to the objectives of the current land use plan for the city.**

Staff Comments: The Comprehensive Plan calls for redevelopment of existing infrastructure. The reuse of a vacant building meets the objectives of the current land use plan for the City.

- 7) The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the plan commission.**

Staff Comments: It is expected that this establishment will operate in accordance with the applicable regulations for this zone district and no exceptions are needed for this request.

## **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.

**STAFF RECOMMENDATION:** BASED ON THE FINDINGS OF FACT IN THIS REPORT, THAT THE REQUEST FROM NICOLE URQUHART FROM URQUHART FUNERAL SERVICES TO OPERATE A FUNERAL HOME AT 816 SIXTH STREET BE APPROVED SUBJECT TO THE FOLLOWING CONDITITONS:

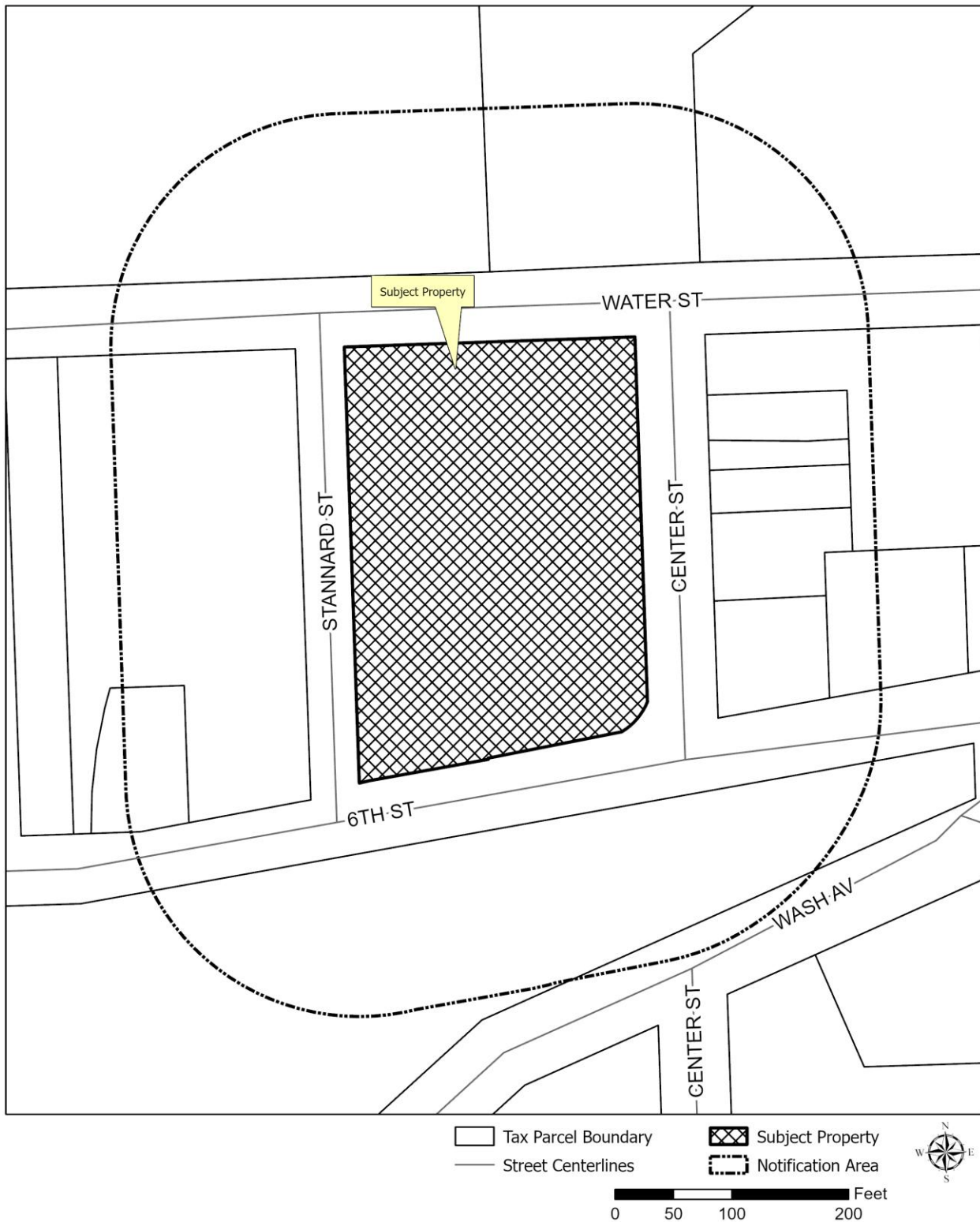
- a) That the plans presented to the Planning Heritage and Design Commission on July 20, 2026 be approved subject to the conditions contained herein.
- b) That all codes and ordinances are complied with and required permits acquired.
- c) That funeral processions shall not proceed east down Seventh Street.
- d) That the parking lot shall be sealed and striped. All parking spaces shall be striped in accordance with Sec. 114-1150 of the Municipal Code.
- e) That the retaining wall on the west side of the property be removed and replaced or repaired.
- f) That the EFIS on the south side of the building be repaired or replaced.
- g) That all obsolete signage be removed in accordance with Sec. 114-1029 (a) of the Municipal Code.
- h) That any changes to signage or exterior changes be reviewed by the Department of City Development prior to permitting/installation.
- i) 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.
- j) 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 - 816 Sixth St



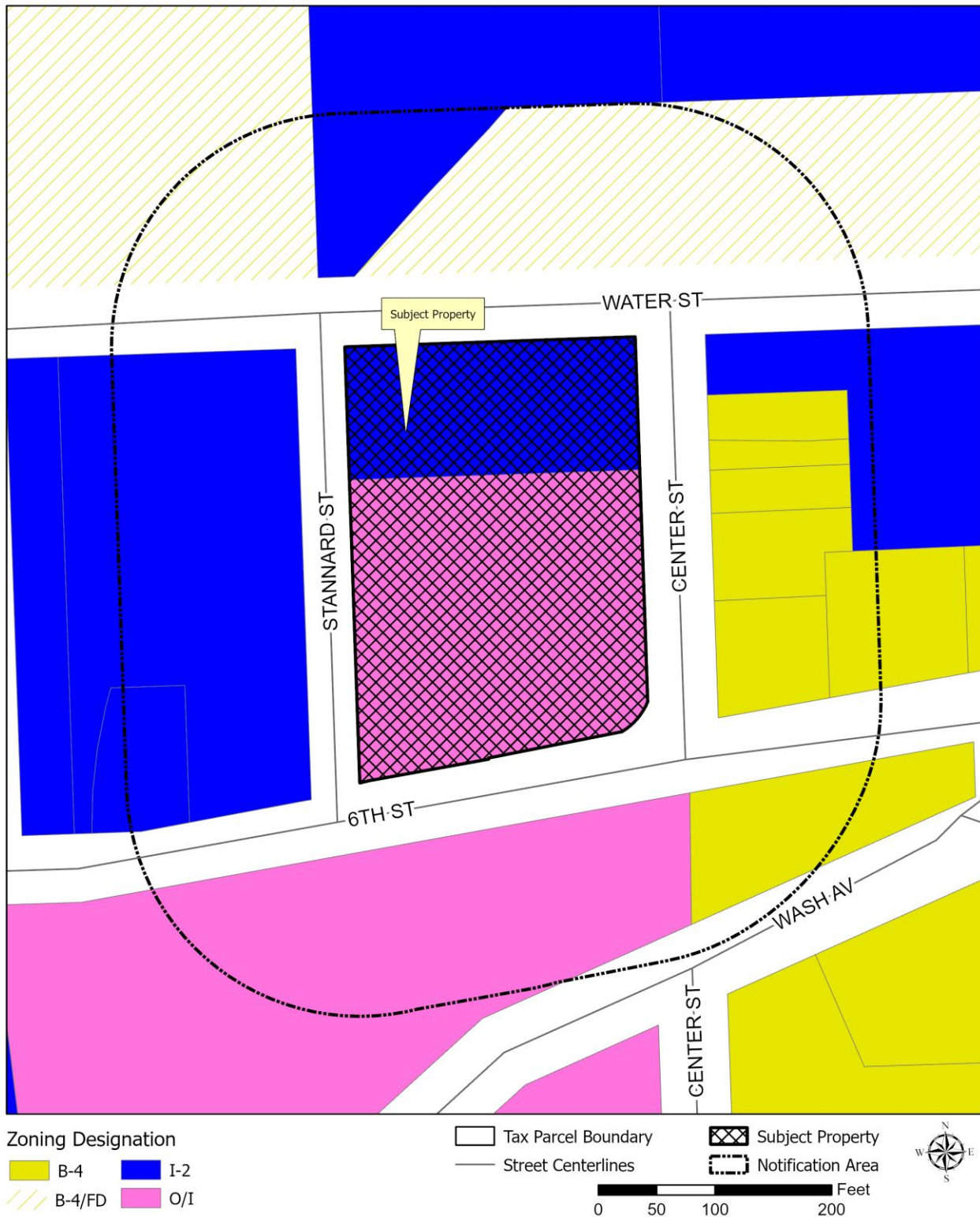


## Conditional Use Permit - 816 Sixth St



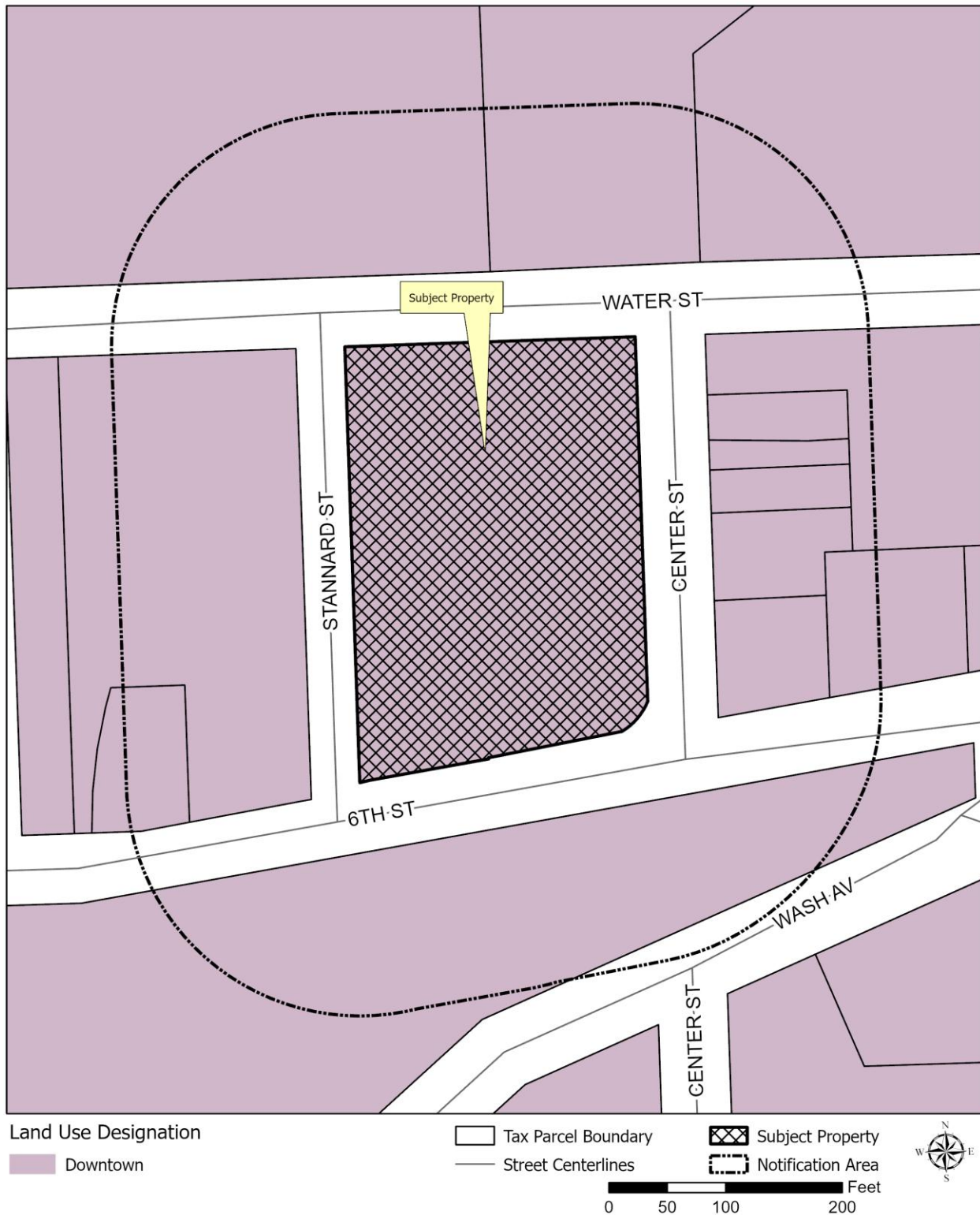


## Conditional Use Permit - 816 Main St





## Conditional Use Permit - 816 Sixth St



## Site Photos



Looking west at the property



Looking north at the property



Looking west from property



Looking east from property



Looking south from property