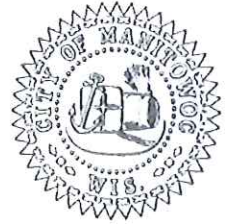


CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



May 26, 2015

NOTICE

As a property owner within 200 feet of property at 2019 S. 9th Street owned by Katelyn Sheck, doing business as Four Paws Pet Care, you are being notified that the Manitowoc City Plan Commission will, on **Wednesday June 3, 2015 at its regular 6:00 o'clock P.M.** meeting in the Council Chambers, First Floor, City Hall, 900 Quay Street hold a public informational hearing regarding a request by the petitioner for a Home Occupation Expanded Conditional Use Permit (CUP) for operation of a Pet Care and Boarding business pursuant to Section 15.150(3) of the Manitowoc Municipal Code.

Petitioner is: PC16-2015 Katelyn Sheck, d.b.a. Four Paws Pet Care; Request for a Conditional Use Permit under Section 15.150(3) for a Home Occupation Expanded – permit to operate a Pet Care Business in the residence.

You are invited to attend this informational meeting in order to voice your opinion on the proposed Conditional Use Permit.

If you wish, you can call (920-686-6930) or visit the office of the City Plan Commission, Main Floor, City Hall, and we will be glad to discuss the proposed development with you.

Respectfully Submitted,

Paul Braun
City Planner

Enclosure

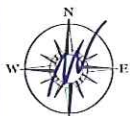




**CUP Area (Exhibit "A")
Home Occupation - Expanded Use**

**Request for
Conditional Use Permit
City of Manitowoc, WI**

PC16-2015 Sheck;
2019 S. 9th St.




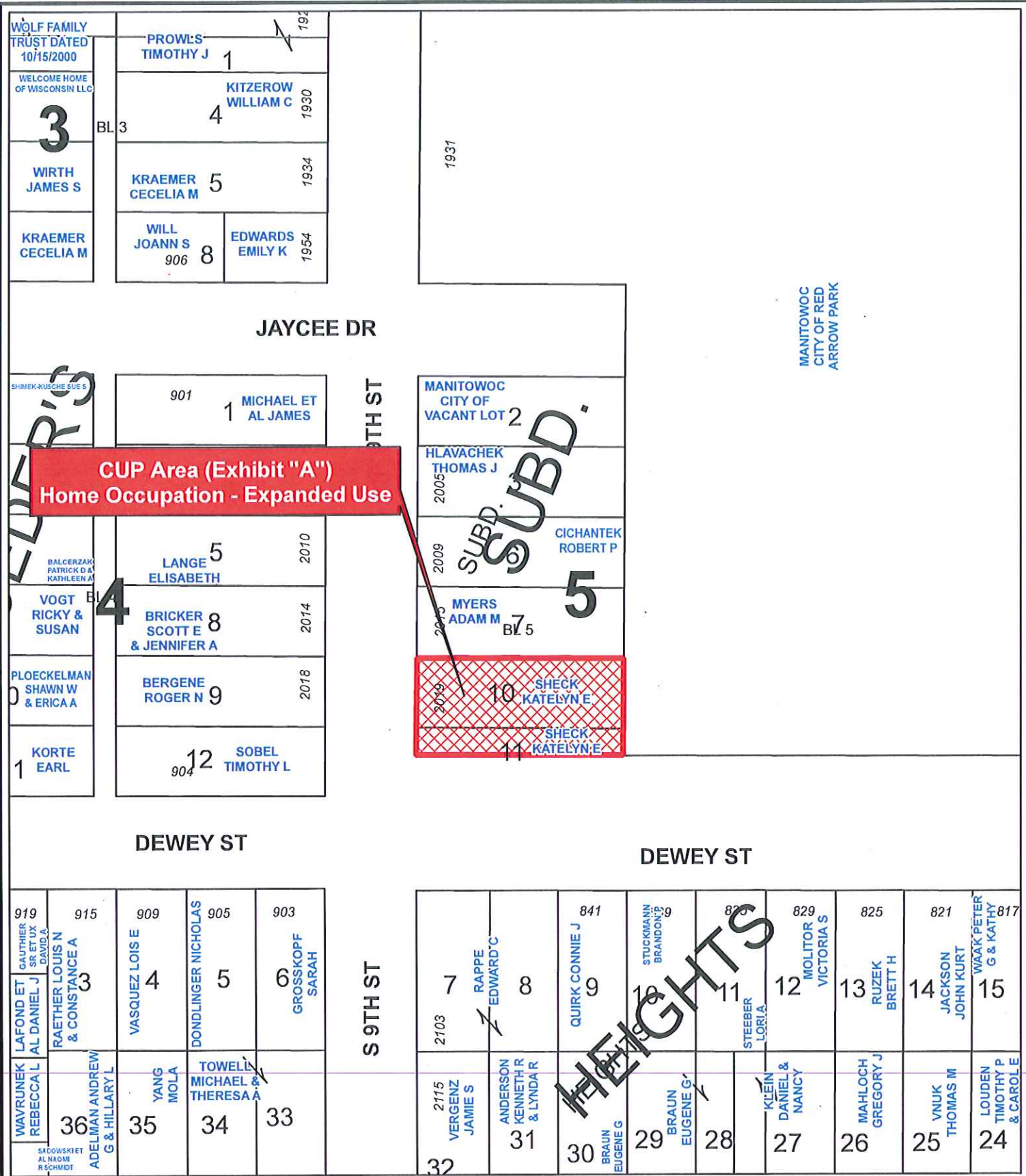
Prepared by City of Manitowoc
Planning Department
www.manitowoc.org
Map Plotted: 05/26/2015



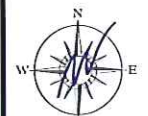
Orthophotography flown: 4/11/2010
X:\maps\Plan_Commission\Conditional_use\PC16-2015_Sheck_CUP_homeoccupation.mxd
DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.

Legend

 Area of Request for
Conditional Use Permit



**CUP Area (Exhibit "A")
Home Occupation - Expanded Use**



Prepared by City of Manitowoc
 Planning Department
 www.manitowoc.org
 Map Plotted: 05/26/2015
 Orthophotography flown: 4/11/2010
 X:\maps\Plan_Commission\Conditional_use\PC16-2015_Sheck_CUP_homeoccupation.mxd
 DISCLAIMER: Maps and associated data are believed to be accurate, but are not warranted. This information is not intended for legal, survey, or other related uses. Please obtain the original recorded documents for legal or survey information.



**Request for
 Conditional Use Permit
 City of Manitowoc, WI**

PC16-2015 Sheck;
 2019 S. 9th St.

Legend

 Area of Request for Conditional Use Permit

April 11th, 2015

City of Manitowoc
900 Quay Street
Manitowoc, WI 54220

Dear City of Manitowoc Inspection and Planning Department,

This letter is being submitted to you as a formal request for a Conditional Use Permit for my in-home business, Four Paws Pet Care. The following paragraphs provide general information about the business.

Background: I started Four Paws Pet Care in the fall of 2011 when I saw the need for in-home, individualized and unique pet care in Manitowoc County. I, Katelyn Sheck, am the sole proprietor, but my parents, Amy and Martin Sheck, and my fiance, Benjamin Burton, help out with the business as well. We offer a variety of services. Those services include caring for animals in our homes (located at 2019 South 9th Street and 1718 South 15th Street in Manitowoc), and doing check-ins on people's animals at their homes. We provide general care such as walking, feeding, administering medications, cleaning up after them, playing with them, etc.

Our experience in animal care comes not only from our many years of owning pets ourselves, but also from my 15+ years of experience working and volunteering at the Lakeshore Humane Society. While my parents and I have been volunteers since I was 11, I also worked as a paid employee for 5.5 years. During my time there I worked as a Kennel Assistant where I cleaned cages, fed animals, picked up their waste, and provided human companionship to them. I also worked as a Lab Assistant, where I cared for sick, injured, and special needs animals, gave medications and vaccinations, observed animal behavior, monitored the health of all the animals in the building, ensured staff was following procedures to prevent cross-contamination, did blood testing and microchipping, and worked closely with local veterinarians to care for the animals. I am also a Certified Euthanasia Technician and was a Front Office Assistant as well. Ben was an employee at LHS for 3 years. His jobs included Cleaning Supervisor and Lab Assistant. Ben and I both also cared for animals in and and helped run the Boarding Center we used to have at LHS. Amy and Martin were active volunteers as well, helping in many aspects from animal care to managing of donation programs.

I continue to further my animal education and knowledge base when I can. I have taken a pet first aid class as well as a cat behavior class. I am constantly looking for new learning opportunities to further my knowledge in animal care so that I may continue to provide the best care for my clients that I can.

Our Information: Benjamin and I live at 2019 South 9th Street. We live with Ben's two teenagers, ages 15 and 13, and our 9 week old son. We also have 2 dogs, a Chihuahua and a

Chihuahua Pug mix. Both are up to date on vaccinations and are licensed through the City of Manitowoc. (See attached documentation.)

Amy and Martin live at 1718 South 15th Street. They own 6 cats in their home. All 6 are up to date on vaccinations and are licensed. Amy and Martin also have a Four Animal Permit from the police department due to having more than 3 animals in their home. (See attached documentation.) One of the bedrooms in their home has been converted into a cat room where many of the cats stay most of the time.

Care in our Homes: We primarily care for dogs in our homes but we have also watched cats, fish, and a jullian pig as well. When the animal stays in our home they are treated as if they are our own animal. They live in our home with us. The only time the animals are kenneled is if they can't be trusted to be left alone when we leave for a short period of time or if their owners want them kenneled at night. When the dogs need to go outside they are always leash walked or attached to a cable tie out and someone is outside with them or is watching from the doorway. (Waste is cleaned up promptly.) We enjoy taking the dogs who can be walked on walks through our neighborhoods and have gotten many comments from neighbors that they like to see us walking the dogs. We require all new clients who will be bringing their animal(s) to our homes do a meet and greet with us prior to drop off. The meet and greet is an opportunity for us to meet the animal and their family and for them to meet and get to know us. Another purpose of the meet and greet is to make sure the animals get along with ours and so that we can get an idea if the animal will do well in our care. (Animals that don't do well with cats stay with Ben and I. Animals that don't do well with other dogs stay with Amy and Martin.) Also, this helps the animal feel more comfortable when they come for the actual stay, as they are not scared of being in a new place. At the meet and greet we give clients an information sheet to fill out and bring back when they bring the animal for care. (See attached sheet.) We keep files on all animals who stay in our homes. The file includes the animals information sheet, a photo of the animal, their vaccination information, and any notes that we take on the animals while they are in our care.

In my home we never usually take more than three to four dogs in addition to my two dogs. (Some clients have multiple animals.) In Amy and Martin's home they never usually take more than three dogs and one cat in addition to their cats.

Care in the Client's Home: When we check in on a client's animals in their home, we go as many times per day as they request. The amount of times we check in is usually between one and five times per day depending on the animal(s) and their needs. Animals that we do check-ins for include cats, dogs, horses, chickens, fish, and birds. Before we start the care for check-in's, we will meet with a client in their home and get all the information about the animal and the care they would like us to provide. We take detailed notes and then type up the information so we can take it along when we go for the check-ins. Usually the client will also provide their own written sheet of instructions and leave it for us as we visit and care for their pets. We are very thorough and always recognize the need for safely securing the client's home

when we are finished. Often we are asked to bring in the newspapers and mail so it appears the owners are at home.

Other information: We have recently started looking into insurance and bonding for the business. We are getting quotes from our insurance agent now. I also recently wrote up a contract that we are going to have all clients fill out. (See attached documentation.)

Thank you so much for taking the time to consider our request for a Conditional Use Permit. If you have any questions or would like any other information, please contact me at (920)323-1866.

Sincerely,


Katelyn Sheck
Four Paws Pet Care

See Enclosed Documentation:

- Signed papers from neighbors that they are okay with our business
- Pet Information Sheet that we have clients fill out
- New agreement contract for clients to fill out
- Basic info sheets for potential clients
- Amy and Martin's Four Animal Permit & Cat Licenses
- My dog's licenses
- Testimonials from clients
- Reviews from our Facebook page

RUZEK BRETT H
825 DEWEY ST
MANITOWOC WI 54220

ANDERSON KENNETH R & LYNDA
850 JACKSON ST
MANITOWOC WI 54220

BRAUN EUGENE G
846 JACKSON ST
MANITOWOC WI 54220

KLEIN DANIEL & NANCY
834 JACKSON ST
MANITOWOC WI 54220

TOWELL MICHAEL & THERESA A
303 N 44TH ST
MANITOWOC WI 54220

RAPPE EDWARD C
2103 S 9TH ST
MANITOWOC WI 54220

MICHAEL ET AL JAMES
901 JAYCEE DR
MANITOWOC WI 54220

SHECK KATELYN E
2019 S 9TH ST
MANITOWOC WI 54220

VASQUEZ LOIS E
909 DEWEY ST
MANITOWOC WI 54220

DONDLINGER NICHOLAS
905 DEWEY ST
MANITOWOC WI 54220

GROSSKOPF SARAH
903 DEWEY ST
MANITOWOC WI 54220

QUIRK CONNIE J
4461 NAVAJO TR
GREEN BAY WI 54313

STUCKMANN BRANDON P
10229 COUNTY ROAD Q
TWO RIVERS WI 54241

STEEBER LORI A
835 DEWEY ST
MANITOWOC WI 54220

MOLITOR VICTORIA S
829 DEWEY ST
MANITOWOC WI 54220

VERGENZ JAMIE S
2115 S 9TH ST #9
MANITOWOC WI 54220

JACKSON JOHN KURT
821 DEWEY ST
MANITOWOC WI 54220

DEMPSKY JAMES C & AUDREY L
146 RAILROAD AVE
DENMARK WI 54208

BALCERZAK PATRICK D &
KATHLEEN A
5317 S 10TH ST
MANITOWOC WI 54220

VOGT RICKY & SUSAN
3028 S 15TH ST
MANITOWOC WI 54220

PLOECKELMAN SHAWN W & ERICA
2017 S 10TH ST
MANITOWOC WI 54220

KORTE EARL
2023 S 10TH ST
MANITOWOC WI 54220

LARA JOSE II & TERESA L D
2006 S 9TH ST
MANITOWOC WI 54220

LANGE ELISABETH
2010 S 9TH ST
MANITOWOC WI 54220

BRICKER SCOTT E & JENNIFER
2014 S 9TH ST
MANITOWOC WI 54220

BERGENE ROGER N
2018 S 9TH ST
MANITOWOC WI 54220

SOBEL TIMOTHY L
904 DEWEY ST
MANITOWOC WI 54220

RAETHER LOUIS N & CONSTANCE
7424 BAUCH RD
MANITOWOC WI 54220

HLAVACHEK THOMAS J
17014 W GOODWIN RD
REEDSVILLE WI 54230

CICHANTEK ROBERT P
2009 S 9TH ST
MANITOWOC WI 54220

MYERS ADAM M
2015 S 9TH ST
MANITOWOC WI 54220

SHECK KATELYN E
2019 S 9TH ST
MANITOWOC WI 54220

KAREN SZYMAN
C/O CHAMBER OF COMMERCE
1515 MEMORIAL DRIVE
MANITOWOC, WI 54220

BOB ZIEGELBAUER
C/O COUNTY OF MANITOWOC
1010 S 8TH STREET
MANITOWOC, WI 54220

GREG BUCKLEY
C/O CITY OF TWO RIVERS
PO BOX 0087
TWO RIVERS, WI 54241

MANITOWOC COUNTY AIRPORT
1815 FREEDOM WAY
MANITOWOC, WI 54220

ALD. MIKE HOWE
828 VIEBAHN ST
MANITOWOC, WI 54220