



**CITY OF MANITOWOC**  
WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



July 27, 2017

To: Mayor and Common Council

From: Manitowoc City Plan Commission

**Subject: PC 16-2015: Annual Review. Katelyn Burton (f.k.a. Katelyn Sheck);  
Four Paws Pet Care, 2019 S. 9th Street Home Occupation Expanded  
Use Conditional Use Permit pursuant to Section 15.150(3)**

Dear Mayor and Common Council:

At the July 26, 2017 meeting of the Manitowoc City Plan Commission, the Commission considered all items on its agenda, including the item identified above, and wishes to report and recommend to the Common Council the following action: to approve the annual review for the Expanded Home Occupation Conditional Use Permit and removal of the annual review condition.

Respectfully Submitted  
Paul Braun  
Plan Commission Secretary

Attachment: Conditions and Map  
Granicus #17-0775

Katelyn Sheck  
2019 S. 9<sup>th</sup> Street  
Manitowoc, WI 54220

WOLF FAMILY TRUST DATED 10/16/2000	PROWSE TIMOTHY J 1	192
WELCOME HOME OF WISCONSIN LLC	KITZEROW WILLIAM C 4	1930
3	KRAEMER CECILIA M 5	1934
WIRTH JAMES S	WILL JOANN S 806 8	EDWARDS EMILY K 1954
KRAEMER CECILIA M		

JAYCEE DR

SHUREK-NUCHE SUE S	901 1	MICHAEL ET AL JAMES
BALCERZAK PATRICK D & KATHLEEN A	5	2010
VOGT RICKY & SUSAN	8	2014
PLOECKELMAN SHAWN W & ERIC A	9	2018
1	12	SOBEL TIMOTHY L

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

MANITOWOC CITY OF VACANT LOT 2	2
HLAVACHEK THOMAS J	2005
CICHANTEK ROBERT P	2009
MYERS ADAM M	2015
10	SHECK KATELYNE
11	SHECK KATELYNE

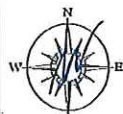
MANITOWOC CITY OF RED ARROW PARK

DEWEY ST

DEWEY ST

919	915	909	905	903
WAVRONEK LAFOND ET AL DANIEL J	3	VASQUEZ LOIS E 4	DONDLINGER NICHOLAS 5	GROSSKOPF SARAH 6
36	35	34	33	

7	8	9	10	11	12	13	14	15
2103	2103	841	841	841	829	825	821	817
VERGENZ JAMIE S	ANDERSON KENNETH R & LYNDIA R	QUIRK CONNIE J	STUCKMANN BRANDON B	STEEBER LORIA	MOLITOR VICTORIA S	RUZEK BRETT H	JACKSON JOHN KURT	WAAK PETER G & KATHY
32	31	30	29	28	27	26	25	24



# 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:\mapinfo\plan\cominfo\info\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.

100 50 0 100 Feet

## Legend

Area of Request for Conditional Use Permit

REQUIREMENTS FOR  
CONDITIONAL USE PERMIT (CUP) APPROVAL OF  
AN EXPANDED HOME OCCUPATION USE  
2019 S. 9<sup>TH</sup> STREET  
6/15/2015 Amended 7/27/2017

Re: PC16-2015

Recommendation:

Grant CUP under Sections 15.030 and 15.150(3)(j) of the Manitowoc Municipal Code ("Code") to Katelyn Sheck d/b/a "Four Paws Pet Care" ("Four Paws"). This CUP ("2015 CUP") shall hereinafter serve as authorization for the location and operation of Four Paws as an Expanded Home Occupation to be conducted only and entirely within the parcel at 2019 S. 9<sup>th</sup> Street identified as Lot 10 and the North 20' of Lot 11 of Schroeder's Subdivision (tax parcel # 640-005-100 & 640-005-111) a/k/a the "CUP Area" (see attached Exhibit "A").

Four Paws is required to comply with the following conditions:

- A. The 2015 CUP shall not become effective and binding until the date the Common Council approves the 2015 CUP as outlined herein.
- B. Operation of the Expanded Home Occupation shall be permitted under this 2015 CUP as long as it is operated in conformance with the requirements and conditions set forth in Section 15.030(1) of the Code, including the following:
  - (1) Shall be located entirely within the subject parcel,
  - (2) Shall operate only between the hours of 8:00 a.m. and 8:00 p.m. as readily apparent from adjacent residences,
  - (3) Shall not cause any external alterations to the residence including the creation of a separate or exclusive business entrance, and there shall be no exterior indication that a home occupation exists.
  - (4) Shall not be permitted to use equipment which creates offensive noise, vibration, sound, smoke, dust, odors, heat or glare detectable to the normal senses off the property, or X-rays or electrical disturbance to radio or television transmission in the area that would create visual or audible interference in excess of what is normally associated with a residential use.
  - (5) Shall have no outdoor display or storage of materials, goods, supplies or equipment.

- (6) Shall not be permitted to have any external signage including window displays or advertising signs.
  - (7) Shall provide adequate off-street parking for occupants of the principal residence.
  - (8) Shall make reasonable efforts to keep all doors and windows closed during the hours of operation, except when entering or exiting.
  - (9) Shall be limited to not more than ten (10) clients per day in connection with the business. This condition is related to the number of customers not the number of dogs or cats that can be cared for at a single time.
- C. Compliance with all federal, state and local regulations, licensing and Code requirements. This condition includes but is not limited to the requirements in Chapter 14 of the Municipal Code.
- D. Four Paws shall not assign, transfer, sublet or convey its interest in the 2015 CUP.
- E. The 2015 CUP shall automatically terminate effective the same date: (i) the property owner conveys title to the subject parcel; or (ii) Four Paws ceases to operate in the CUP Area. Four Paws agrees to provide the City's Community Development Department with written notice of its intent to discontinue operation in the CUP Area not less than 30 consecutive calendar days prior to the date operations are planned to cease.
- F. At any date and time, non-compliance with the terms of the 2015 CUP may result in the modification of the terms and conditions of the CUP, issuance of citations and financial penalties, or immediate revocation of the 2015 CUP.
- G. The maximum combined number of customer dogs and cats kept on the site shall not exceed 4. Smaller customer animals, like fish and birds, kept on the site, but in the residence shall not exceed 4. The owners' pets are not included into these counts.
- H. No customer animals shall be kept outside of the residence overnight.
- I. ~~The Plan Commission and Common Council shall have an annual review of the CUP in June of 2016.~~ The City reserves the right to review the CUP at any time based on complaints.

- J. All animals under the supervision of the owners shall not be permitted to make excessive noise which would be an annoyance to the neighborhood.
- K. The owners and operators shall carry the proper insurance as acceptable to the City Attorney and shall provide evidence of said insurance before this CUP is effective. Insurance verification shall be provided to the Department of Community Development on or before June 15, 2015.
- L. There shall be no sales of animals, products or like items from the CUP area. There shall be no breeding of animals in the CUP area affiliated with Four Paws. Operations or activities, except for the animal lodging, which are similar to a kennel as defined in Chapter 15.030 are prohibited.
- M. All waste from the animals shall be promptly picked up and shall be stored in a sealed, airtight container and said container shall be located out of public site and as far away from neighbors as possible.