



# **CITY PLAN COMMISSION AGENDA**

**June 27, 2023 at 4:00 PM**

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,  
Sheboygan, WI**

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Persons with disabilities who need accommodations to attend this meeting should contact the Department of City Development, (920) 459-3377. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the City Development Department at 920-459-3377 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Roll Call
2. Pledge of Allegiance
3. Identify potential conflict of interest
4. Election of Vice Chairperson

## **MINUTES**

- [5.](#) Approval of the minutes from the May 23, 2023 meeting

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- [6.](#) Application for Conditional Use Permit with exceptions by Valley City Sign for new signage at the new Tommy's Express Car Wash located at 3627 Washington Avenue.

## **NEXT MEETING**

7. July 11, 2023

## **ADJOURN**

8. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*

**CITY OF SHEBOYGAN**  
**CITY PLAN COMMISSION MINUTES**  
**Tuesday, May 23, 2023**

**MEMBERS PRESENT:** Mayor Sorenson, Ryan Sazama, Marilyn Montemayor, Jerry Jones, Alderperson Trey Mitchell and Braden Schmidt

**EXCUSED:** Kimberly Meller

**STAFF/OFFICIALS PRESENT:** Ellise Rose and Janet Duellman

**OPENING OF MEETING**

1. Roll Call

Mayor Sorenson called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance is recited.

3. Introduction of committee members and staff

Introductions were made.

4. Identify potential conflict of interest

No committee member had a conflict.

**MINUTES**

5. Approval of the Plan Commission minutes from April 25, 2023.

Motion by Jerry Jones, second by Alderperson Mitchell to approve. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Application for Conditional Use Permit with exceptions by Jorge Gonzalez to operate a taxi home occupation from 2004 S.16<sup>th</sup> Street.

Motion by Jerry Jones, second by Alderperson Mitchell to approve with the following conditions:

1. Applicant will meet all home occupation criteria listed in Section 15.206(8)(s).
2. Applicant shall obtain all necessary licenses to operate the taxi business.
3. Applicant shall obtain all necessary permits for any type of construction including but not limited to building, plumbing, electrical, HVAC, etc.
4. The home occupation may only utilize 25 percent of the living area of the dwelling.
5. The use of the dwelling unit for a home occupation shall in no way be incompatible with the character of nearby residential areas and in no instance shall a home occupation create a nuisance for neighboring properties.
6. Not more than one sign, not to exceed two square feet, non-illuminated and flush wall mounted only, will be used to advertise the home occupation. Applicant is required to obtain a sign permit. No temporary signage is permitted for home occupations.
7. The City of Sheboygan has the right of entry during the stated hours of operation to insure compliance per City of Sheboygan Ordinances and with this approval.

8. If any issues arise from the taxi business, the City may again review the conditional use permit.
9. Jorge Gonzalez is the only employee permitted for this taxi business.
10. A maximum one (1) typical passenger vehicle is permitted to park at this residential dwelling (no commercial type vehicles).
11. Applicant shall remove trailer from the property and/or shall work with the building department to obtain the proper permits to create a slab to store such a trailer on per the zoning ordinance.
12. If the applicant moves from the present location the conditional use permit will discontinue immediately.
13. If there are any amendments to the approved conditional use permit and/or site plan, the applicant will be required to submit a new conditional use application reflecting those amendments.

Motion carried.

7. Application for Conditional Use Permit with exceptions by Nemark to construct a new addition to their facility at 4243 Gateway Drive in the Sheboygan Business Park.

Motion by Jerry Jones, second by Ryan Sazama to approve with the following conditions:

1. Prior to building permit issuance, the applicant shall obtain all licenses/permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, demolition, fire, water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, etc. (Applicant shall be in contact with building inspection, fire, police, etc.). An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
3. Applicant shall obtain all necessary permits for the construction, the storage and the handling of hazardous chemicals and/or fuels (applicant shall be in contact with building inspection, fire department, etc.).
4. Submittal and approval of a proposed storm drainage plan prior to building permit issuance.
5. Submittal and approval of a proposed landscape plan prior to building permit issuance. Applicant will submit a landscape plan that addresses all four (4) landscaping requirements. Landscaping shall be installed prior to issuance of an occupancy permit.
6. Retaining wall and fencing shall be installed per Section 15.720(3)(c) of the City Zoning Ordinance. The applicant shall install the black vinyl fencing as proposed to match existing.
7. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility and shall be completed prior to issuance of an occupancy permit.
8. Outdoor storage of materials, products or equipment shall be prohibited (except as authorized/approved by the Plan Commission).
9. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, etc.).
10. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spill-over of light and glare on operators of motor vehicles, pedestrians, and land uses in the vicinity.
11. Applicant shall obtain the necessary sign permits prior to installation. The proposed signage shall meet the City of Sheboygan Zoning Ordinance and Business Park Protective Covenants. All signage must be submitted to and reviewed/approved by the City of Sheboygan Architectural Review Board.
12. Applicant shall be permitted to install individual letter signs – no cabinet or panel signs.
13. All areas used for parking or maneuvering of vehicles shall be paved (no gravel permitted).
14. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.

15. Any new ingress/egress driveway openings shall be improved to standard City specifications. existing access drives that are no longer used shall be removed and all unused driveways shall be closed and improved to standard City specifications.
16. Absolutely no portion of the new building and/or site improvements shall cross the property lines including but not limited to buildings, balconies, decks, foundations, walls, gutters, eaves, roof, parking, fencing/retaining walls, signs, landscaping, etc.
17. Any work within City of Sheboygan Public rights-of-way, stormwater easements, etc. shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new street improvements, new and/or closed ingress/egress driveway openings, driveways over storm water easements, curb, gutter, sidewalk, pavement, utilities, retaining walls, street trees, etc.).
18. Applicant will provide adequate public access along all streets and sidewalks and will take all appropriate actions to minimize the time period that adjacent properties and streets/sidewalks are impacted by the development (utilities, streets, etc.).
19. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
20. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
21. All vehicles, equipment, materials, products, etc. shall be located on the applicant's property (no storage on public rights-of-way).
22. It will be the applicant's responsibility to work with all private and public utilities in order to provide easements and/or relocate utilities as necessary.
23. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
24. Applicant shall adequately address all Fire Department concerns related to this development.
25. Applicant shall meet the Sheboygan Business Park Protective Covenants.
26. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building design.
27. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new conditional use, architectural review, etc. reflecting those amendments.

Exceptions granted:

- To have a building height of 60 feet tall
- To allow temporary outside storage of old/damaged dies and limited storage of usable dies
- From the locational landscaping bufferyard requirements. Landscape Plan still required and required point must be met.

Motion carried.

**NEXT MEETING**

8. June 13, 2023

**ADJOURN**

9. Motion to Adjourn

Motion by Jerry Jones, second by Alderperson Mitchell to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:11 p.m.



## CITY OF SHEBOYGAN

## REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

**ITEM DESCRIPTION:** Application for Conditional Use Permit with exceptions by Valley City Sign to install signage at Tommy's Express Car Wash located at 3627 Washington Avenue. SC Zone.

**REPORT PREPARED BY:** Ellise Rose, Program Assistant

**REPORT DATE:** June 5, 2023

**MEETING DATE:** June 27, 2023

**FISCAL SUMMARY:**

Budget Line Item:	N/A
Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

**STATUTORY REFERENCE:**

Wisconsin	N/A
Statutes:	
Municipal Code:	N/A

**BACKGROUND / ANALYSIS:**

Valley City Sign is proposing to install new Signage at Tommy's Express Car Wash located at 3627 Washington Avenue. The applicant states the following:

- Valley City Sign is requesting the Conditional Use for a 7-foot-tall monument sign with an electronic message center and three additional directional wall signs to be placed on the drive-thru canopy for pay lane designation.
- The monument sign will be located along Washington Ave. S. Frontage Rd. which is a highly traveled commercial corridor near the intersection of highway 28 and interstate 43.
- The design elements will be correlative to that of the new Car Wash building, which is consistent with the Tommy's Express Car Wash brand.
- With this, they would like to incorporate a 44.29" x 62.14" (19sf) full-color electronic message center into the proposed monument. This would offer more options to communicate products and services, and would add a more contemporary look to the sign.
- The three wall signs would consist of illuminated channel letters placed on the drive-thru canopy to provide directional information to drivers as they enter the car wash lanes. One sign designating the "Cashier" lane measures 10.57" h x 64.84" w (4.76sf). Two additional signs designating the "App" lanes measure 10" h x 45.25" w (3.14sf each).

The sign package includes:

One (1) monument:

- 87sf (87"x144") internally lit monument sign.
- Sign advertises Tommy's Express Car Wash.
- Includes a 19.1sf (44.29" x 62.14") Electronic Message Center.
- Located approximately 10' from street curb.

Three (3) directional:

- Three (3) 47.75" h x 24" w (2.33sf) internally lit directional signs.
- Signs advertise entrance, exit, and clean car exit/interior cleaning.
- Two (2) directional signs located by entrance/exit along Washington Ave. S. Frontage Rd. One (1) directional sign located at north east corner of the building.

Seven (7) wall:

- Three (3) 58.34" h x 96" w (38.9sf) internally lit wall sign.
  - Signs advertise "Tommy's Express Car Wash".
- One (1) 72.3" h x 120" w (60.25sf) internally lit wall sign.
  - Sign advertises "Tommy's Express Car Wash".
- Two (2) 10" h x 45.25" w (3.14sf) internally lit wall signs.
  - Signs advertise "App" on the canopy above the car wash lanes.
- One (1) 10.75" h x 64.84 w (4.76sf) internally lit wall sign.
  - Sign advertises "Cashier" on the canopy above the car wash lanes.

**STAFF COMMENTS:**

Applicant is requesting the following exception:

- To install seven (7) wall signs – Maximum permitted number of wall signs is four (4).

Applicant believes the three additional wall signs are justified because they will provide directional information to drivers as they enter the car wash lanes.

**ACTION REQUESTED:**


Staff recommends approval of the conditional use permit and exceptions subject to the following conditions:

1. Applicant shall obtain the necessary sign permits prior to installation.
2. The monument sign shall meet the required 12 foot setback measured from the Tommy's Express Car Wash curb of the frontage road and the 15 foot vision triangle at the intersection. It is the responsibility of the applicant to insure the sign meets the required sign setbacks.

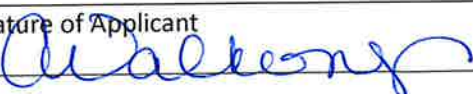
3. The free standing signs shall be designed so as to not impede or impair vehicular and pedestrian traffic movement, or exacerbate the potential for pedestrian/vehicular conflicts.
4. The maximum height of the monument sign shall be eight (8) feet tall (top of sign to grade).
5. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
6. All temporary signage/banners shall be removed prior to sign permit issuance.
7. Any additional signage for this facility shall be individual letters (no flat panel and/or cabinets) and shall obtain all approval and permits required (exception, sign permits, etc.).
8. If there are any amendments to the approved sign or location, the applicant will be required to submit a new conditional use application reflecting those amendments.

**ATTACHMENTS:**

Conditional Use Permit Application and Attachments

	<b>CITY OF SHEBOYGAN</b>	Fee: \$250.00 _____
	<b>APPLICATION FOR</b>	Review Date: _____
	<b>CONDITIONAL USE</b>	Zoning: _____

Read all instructions before completing. If additional space is needed, attach additional pages.

<b>SECTION 1: Applicant/ Permittee Information</b>			
Applicant Name (Ind., Org. or Entity) Valley City Sign		Authorized Representative Crystal Walkons	
Title Permit Administrator			
Mailing Address 5009 West River Dr		City Comstock Park	State MI
ZIP Code 49321			
Email Address cwalkons@valleycitysign.com		Phone Number (incl. area code) 616-785-5713	
<b>SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)</b>			
Applicant Name (Ind., Org. or Entity) Tommy's Express Car Wash		Contact Person	
Title			
Mailing Address 3627 Washington Ave		City Sheboygan	State WI
ZIP Code 53081			
Email Address		Phone Number (incl. area code)	
<b>SECTION 3: Project or Site Location</b>			
Project Address/Description 3627 Washington Ave		Parcel No. 59281470507	
<b>SECTION 4: Proposed Conditional Use</b>			
Name of Proposed/Existing Business:		Tommy's Express Car Wash	
Existing Zoning:		SC	
Present Use of Parcel:		N/A	
Proposed Use of Parcel:		Car Wash	
Present Use of Adjacent Properties:		Retail to the East / Gas Station to the West	
<b>SECTION 5: Certification and Permission</b>			
<p><b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p>			
<p><b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Crystal Walkons		Title Permit Administrator	Phone Number 616-785-5713
Signature of Applicant 		Date Signed 5-15-23	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee of \$250 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

Office Use Only

**ACTION BY CITY PLAN COMMISSION**

DATE OF MEETING: \_\_\_\_\_

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

**CONDITIONS**


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SIGNATURE: \_\_\_\_\_  
 Chairperson, City Plan Commission or  
 Representative Dept. of City Development

DATE: \_\_\_\_\_

**NOTES**

**Permits are valid** until such time as the business no longer operates from the site. No yearly renewal is required.

**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** in one (1) year from date of approval unless substantial work has commenced or business has begun operating.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

**Changes in the plans or specifications** submitted in the original application shall not be made without prior written approval of the City Plan Commission.

### **Summary of Conditional Use**

Plan Commission  
City of Sheboygan  
828 Center Ave.  
Sheboygan, WI 53081

Plan Commission and City Staff:

Valley City Sign is representing Tommy's Express Car Wash in their application for a Conditional Use Permit at their 3627 Washington Ave. S. Frontage Rd. location in Sheboygan. We are requesting the Conditional Use for a 7-foot-tall monument sign with an electronic message center and three additional directional wall signs to be placed on the drive-thru canopy for pay lane designation.

The monument sign will be located along Washington Ave. S. Frontage Rd. which is a highly traveled commercial corridor near the intersection of highway 28 and interstate 43. The design elements will be correlative to that of the new Car Wash building, which is consistent with the Tommy's Express Car Wash brand. With this, they would like to incorporate a 44.29" x 62.14" (19sf) full-color electronic message center into the proposed monument sign. This would offer more options to communicate products and services, and would add a more contemporary look to the sign. The electronic message center uses state-of-the-art technology that produces crisp, clean messages. This not only enhances the curb appeal, but also the safety for drivers trying to navigate and read messages.

The three wall signs would consist of illuminated channel letters placed on the drive-thru canopy to provide directional information to drivers as they enter the car wash lanes. One sign designating the "Cashier" lane measures 10.57" h x 64.84" w (4.76sf). Two additional signs designating the "App" lanes measure 10" h x 45.25" w (3.14sf each).

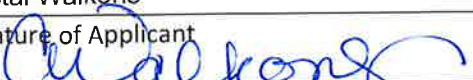
The monument sign will meet the requirements for number and square footage allowed, and the setback is in compliance with regulations for the zoning district. The electronic message center will be compliant with the City of Sheboygan zoning ordinance in regards to message duration, animation, and illumination.

Thank you,

Valley City Sign - Crystal Walkons  
Phone: 616-785-5713  
[cwalkons@valleycitysign.com](mailto:cwalkons@valleycitysign.com)

	<p align="center"><b>CITY OF SHEBOYGAN</b></p> <p align="center"><b>SIGN PERMIT APPLICATION</b></p>	Fee: _____
		Review Date: _____

Read all instructions before completing. If additional space is needed, attach additional pages.

<b>SECTION 1: Applicant/ Permittee Information</b>			
Name (Ind., Org. or Entity) Valley City Sign	Authorized Representative Crystal Walkons	Title Permit Administrator	
Mailing Address 5009 West River Dr	City Comstock Park	State MI	ZIP Code 49321
Email Address cwalkons@valleycitysign.com	Phone Number (incl. area code) 616-785-5713		
<b>SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)</b>			
Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		
<b>SECTION 3: Description of the Proposed Sign and Use of the Subject Site</b>			
Name of Proposed/existing business: Tommy's Express Car Wash			
Address of property affected: 3627 Washington Ave S Frontage Rd			
Use of property: Car Wash		Type of Sign: Monument	
Description of sign: New monument sign with electronic message center			
<b>SECTION 4: Configuration of Proposed Sign</b>			
Height: 87"	Width: 144"	Total Square Footage: 87sf	
Amount of public street frontage: 220' on Washington Ave			
Amount of exposed exterior wall length: N/A		Setback: 12'	
Method of Attachment: Direct bury			
Method of Illumination: LED internal illumination			
Sign Materials: Aluminum & Brick			
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:	
<b>SECTION 5: Certification and Permission</b>			
<p><b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Sign Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.</p> <p><b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.</p>			
Name of Owner/Authorized Representative (please print) Crystal Walkons	Title Permit Administrator	Phone Number 616-785-5713	
Signature of Applicant 		Date Signed 5-15-23	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission or Architectural Review Board, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## APPLICATION SUBMITTAL REQUIREMENTS

- a. For new development, the approved site plan for the subject property, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- b. For existing development, a site plan approved by the City Planner & Zoning Manager, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- c. A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.
- d. The subject property's zoning classification.
- e. The total area of all signs on the subject property both before and after the installation of the proposed sign.
- f. Provide three 8.5 x 11 color renderings of proposed sign. Attach any superimposed photos, photos or drawings that may help in reviewing sign application.

## Notes

Any information submitted on the application will become public record and is not subject to confidentiality.

**Applicant is required** to obtain a Sign Permit from the Building Inspection Department, Second Floor, City Hall, 828 Center Avenue.

**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** within one (1) year from date of approval unless substantial work has commenced.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any sign or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_


Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_



	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	<b>Fee:</b> _____  <b>Review Date:</b> _____
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Read all instructions before completing. If additional space is needed, attach additional pages.

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Name (Ind., Org. or Entity) Valley City Sign	Authorized Representative Crystal Walkons	Title Permit Administrator	
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SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		
SECTION 3: Description of the Proposed Sign and Use of the Subject Site			
Name of Proposed/existing business: Tommy's Express Car Wash			
Address of property affected: 3627 Washington Ave S Frontage Rd			
Use of property: Car Wash		Type of Sign: Wall	
Description of sign: Illuminated wall sign			
SECTION 4: Configuration of Proposed Sign			
Height: 72.30"	Width: 120"	Total Square Footage: 53.73	
Amount of public street frontage: 220' on Washington Ave			
Amount of exposed exterior wall length: 1766.25" Back Side Elevation		Setback: N/A	
Method of Attachment:			
Method of Illumination: LED internal illumination			
Sign Materials: Aluminum			
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:	
SECTION 5: Certification and Permission			
<b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Sign Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.			
<b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.			
Name of Owner/Authorized Representative (please print) Crystal Walkons	Title Permit Administrator	Phone Number 616-785-5713	
Signature of Applicant 		Date Signed 5-15-23	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission or Architectural Review Board, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## APPLICATION SUBMITTAL REQUIREMENTS

- a. For new development, the approved site plan for the subject property, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- b. For existing development, a site plan approved by the City Planner & Zoning Manager, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- c. A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.
- d. The subject property's zoning classification.
- e. The total area of all signs on the subject property both before and after the installation of the proposed sign.
- f. Provide three 8.5 x 11 color renderings of proposed sign. Attach any superimposed photos, photos or drawings that may help in reviewing sign application.

## Notes

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**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** within one (1) year from date of approval unless substantial work has commenced.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any sign or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_

	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	Fee: _____
		Review Date: _____

Read all instructions before completing. If additional space is needed, attach additional pages.

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Mailing Address 5009 West River Dr	City Comstock Park	State MI	ZIP Code 49321
Email Address cwalkons@valleycitysign.com	Phone Number (incl. area code) 616-785-5713		
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		
SECTION 3: Description of the Proposed Sign and Use of the Subject Site			
Name of Proposed/existing business: Tommy's Express Car Wash			
Address of property affected: 3627 Washington Ave S Frontage Rd			
Use of property: Car Wash		Type of Sign: Wall	
Description of sign: Illuminated wall sign			
SECTION 4: Configuration of Proposed Sign			
Height: 58.34"	Width: 96"	Total Square Footage: 34.98	
Amount of public street frontage: 220' on Washington Ave			
Amount of exposed exterior wall length: 1766.25" Front Side Elevation		Setback: N/A	
Method of Attachment:			
Method of Illumination: LED internal illumination			
Sign Materials: Aluminum			
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:	
SECTION 5: Certification and Permission			
<b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Sign Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.			
<b>Permission:</b> I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.			
Name of Owner/Authorized Representative (please print) Crystal Walkons	Title Permit Administrator	Phone Number 616-785-5713	
Signature of Applicant 		Date Signed 5-15-23	

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission or Architectural Review Board, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## APPLICATION SUBMITTAL REQUIREMENTS

- For new development, the approved site plan for the subject property, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
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- A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.
- The subject property's zoning classification.
- The total area of all signs on the subject property both before and after the installation of the proposed sign.
- Provide three 8.5 x 11 color renderings of proposed sign. Attach any superimposed photos, photos or drawings that may help in reviewing sign application.

## Notes

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**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** within one (1) year from date of approval unless substantial work has commenced.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any sign or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_

	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	Fee: _____
		Review Date: _____

Read all instructions before completing. If additional space is needed, attach additional pages.

**SECTION 1: Applicant/ Permittee Information**

Name (Ind., Org. or Entity) Valley City Sign	Authorized Representative Crystal Walkons	Title Permit Administrator	
Mailing Address 5009 West River Dr	City Comstock Park	State MI	ZIP Code 49321
Email Address cwalkons@valleycitysign.com	Phone Number (incl. area code) 616-785-5713		

**SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)**

Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		

**SECTION 3: Description of the Proposed Sign and Use of the Subject Site**

Name of Proposed/existing business: Tommy's Express Car Wash	
Address of property affected: 3627 Washington Ave S Frontage Rd	
Use of property: Car Wash	Type of Sign: Wall
Description of sign: Illuminated wall sign	


**SECTION 4: Configuration of Proposed Sign**

Height: 58.34"	Width: 96"	Total Square Footage: 34.98
Amount of public street frontage: 220' on Washington Ave		
Amount of exposed exterior wall length: 607.5" Entry End Elevation		Setback: N/A
Method of Attachment:		
Method of Illumination: LED internal illumination		
Sign Materials: Aluminum		
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:

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Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_

	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	<b>Fee:</b> _____  <b>Review Date:</b> _____
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Name (Ind., Org. or Entity) Valley City Sign	Authorized Representative Crystal Walkons	Title Permit Administrator	
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Email Address cwalkons@valleycitysign.com	Phone Number (incl. area code) 616-785-5713		

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Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
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Name of Proposed/existing business: Tommy's Express Car Wash	
Address of property affected: 3627 Washington Ave S Frontage Rd	
Use of property: Car Wash	Type of Sign: Wall
Description of sign: Illuminated wall sign	


**SECTION 4: Configuration of Proposed Sign**

Height: 58.34"	Width: 96"	Total Square Footage: 34.98
Amount of public street frontage: 220' on Washington Ave		
Amount of exposed exterior wall length: 607.5" Exit End Elevation		Setback: N/A
Method of Attachment:		
Method of Illumination: LED internal illumination		
Sign Materials: Aluminum		
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:

**SECTION 5: Certification and Permission**

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- c. A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.
- d. The subject property's zoning classification.
- e. The total area of all signs on the subject property both before and after the installation of the proposed sign.
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Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_



	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	Fee: _____
		Review Date: _____

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**SECTION 1: Applicant/ Permittee Information**

Name (Ind., Org. or Entity) Valley City Sign	Authorized Representative Crystal Walkons	Title Permit Administrator	
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Email Address cwalkons@valleycitysign.com	Phone Number (incl. area code) 616-785-5713		

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Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		

**SECTION 3: Description of the Proposed Sign and Use of the Subject Site**

Name of Proposed/existing business: Tommy's Express Car Wash	
Address of property affected: 3627 Washington Ave S Frontage Rd	
Use of property: Car Wash	Type of Sign: Directional
Description of sign: Directional - Enter	


**SECTION 4: Configuration of Proposed Sign**

Height: 47.75"	Width: 24"	Total Square Footage: 2.33sf
Amount of public street frontage: 220' on Washington Ave		
Amount of exposed exterior wall length: N/A		Setback: 10' from the easement line
Method of Attachment: Direct bury		
Method of Illumination: LED internal illumination		
Sign Materials: Aluminum		
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:

**SECTION 5: Certification and Permission**

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**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Crystal Walkons	Title Permit Administrator	Phone Number 616-785-5713
Signature of Applicant 		Date Signed 5-18-23

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## APPLICATION SUBMITTAL REQUIREMENTS

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- A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.
- The subject property's zoning classification.
- The total area of all signs on the subject property both before and after the installation of the proposed sign.
- Provide three 8.5 x 11 color renderings of proposed sign. Attach any superimposed photos, photos or drawings that may help in reviewing sign application.

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Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_

	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	Fee: _____
		Review Date: _____

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SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		
SECTION 3: Description of the Proposed Sign and Use of the Subject Site			
Name of Proposed/existing business: Tommy's Express Car Wash			
Address of property affected: 3627 Washington Ave S Frontage Rd			
Use of property: Car Wash		Type of Sign: Directional	
Description of sign: Directional - Exit			
SECTION 4: Configuration of Proposed Sign			
Height: 47.75"	Width: 24"	Total Square Footage: 2.33sf	
Amount of public street frontage: 220' on Washington Ave			
Amount of exposed exterior wall length: N/A		Setback: 10' from the easement line	
Method of Attachment: Direct bury			
Method of Illumination: LED internal illumination			
Sign Materials: Aluminum			
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:	
SECTION 5: Certification and Permission			
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Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_

	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	<b>Fee:</b> _____  <b>Review Date:</b> _____
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SECTION 3: Description of the Proposed Sign and Use of the Subject Site			
Name of Proposed/existing business: Tommy's Express Car Wash			
Address of property affected: 3627 Washington Ave S Frontage Rd			
Use of property: Car Wash		Type of Sign: Directional	
Description of sign: Directional - Clean Car Exit / Interior Cleaning			
SECTION 4: Configuration of Proposed Sign			
Height: 47.75"	Width: 24"	Total Square Footage: 2.33sf	
Amount of public street frontage: 220' on Washington Ave			
Amount of exposed exterior wall length: N/A		Setback: At Building	
Method of Attachment: Direct bury			
Method of Illumination: LED internal illumination			
Sign Materials: Aluminum			
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:	
SECTION 5: Certification and Permission			
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Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	Fee: _____
		Review Date: _____

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Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		

**SECTION 3: Description of the Proposed Sign and Use of the Subject Site**

Name of Proposed/existing business: Tommy's Express Car Wash	
Address of property affected: 3627 Washington Ave S Frontage Rd	
Use of property: Car Wash	Type of Sign: Wall
Description of sign: (Directional) "App" on canopy above drive-thru lane	


**SECTION 4: Configuration of Proposed Sign**

Height: 10"	Width: 45.25"	Total Square Footage: 3.14
Amount of public street frontage: 220' on Washington Ave		
Amount of exposed exterior wall length: 35'		Setback: N/A
Method of Attachment:		
Method of Illumination: LED internal illumination		
Sign Materials: ACM panel with plex face		
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:

**SECTION 5: Certification and Permission**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Sign Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Crystal Walkons	Title Permit Administrator	Phone Number 616-785-5713
Signature of Applicant 		Date Signed 6-2-23

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission or Architectural Review Board, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

## APPLICATION SUBMITTAL REQUIREMENTS

- a. For new development, the approved site plan for the subject property, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- b. For existing development, a site plan approved by the City Planner & Zoning Manager, showing the location and dimensions of all buildings, structures, signs on the subject property, property boundaries and dimensions; and the location of the proposed sign.
- c. A scale drawing of the proposed sign listing the height, width, total square footage, method of attachment, method of illumination, sign materials, design and appearance.
- d. The subject property's zoning classification.
- e. The total area of all signs on the subject property both before and after the installation of the proposed sign.
- f. Provide three 8.5 x 11 color renderings of proposed sign. Attach any superimposed photos, photos or drawings that may help in reviewing sign application.

## Notes

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**Permit may be revoked** without notice if misrepresentation of any of the above information or attachments is found to exist.

**Permit shall expire** within one (1) year from date of approval unless substantial work has commenced.

**Permit is null and void** if issued in error. It is understood that any permit issued on this application will not grant any right or privilege to erect any sign or to use any permits for any purpose that is prohibited by the City Zoning Ordinance or any other State or local laws.

Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

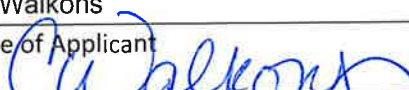
Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_



	<b>CITY OF SHEBOYGAN</b>  <b>SIGN PERMIT APPLICATION</b>	Fee: _____
		Review Date: _____

Read all instructions before completing. If additional space is needed, attach additional pages.

SECTION 1: Applicant/ Permittee Information			
Name (Ind., Org. or Entity) Valley City Sign	Authorized Representative Crystal Walkons	Title Permit Administrator	
Mailing Address 5009 West River Dr	City Comstock Park	State MI	ZIP Code 49321
Email Address cwalkons@valleycitysign.com	Phone Number (incl. area code) 616-785-5713		
SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)			
Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		
SECTION 3: Description of the Proposed Sign and Use of the Subject Site			
Name of Proposed/existing business: Tommy's Express Car Wash			
Address of property affected: 3627 Washington Ave S Frontage Rd			
Use of property: Car Wash		Type of Sign: Wall	
Description of sign: (Directional) "App" on canopy above drive-thru lane			
SECTION 4: Configuration of Proposed Sign			
Height: 10"	Width: 45.25"	Total Square Footage: 3.14	
Amount of public street frontage: 220' on Washington Ave			
Amount of exposed exterior wall length: 35'		Setback: N/A	
Method of Attachment:			
Method of Illumination: LED internal illumination			
Sign Materials: ACM panel with plex face			
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:	
SECTION 5: Certification and Permission			
<b>Certification:</b> I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Sign Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.			
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Name of Owner/Authorized Representative (please print) Crystal Walkons	Title Permit Administrator	Phone Number 616-785-5713	
Signature of Applicant 		Date Signed 6-2-23	

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- d. The subject property's zoning classification.
- e. The total area of all signs on the subject property both before and after the installation of the proposed sign.
- f. Provide three 8.5 x 11 color renderings of proposed sign. Attach any superimposed photos, photos or drawings that may help in reviewing sign application.

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Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_

	<p align="center"><b>CITY OF SHEBOYGAN</b></p> <p align="center"><b>SIGN PERMIT APPLICATION</b></p>	Fee: _____
		Review Date: _____

Read all instructions before completing. If additional space is needed, attach additional pages.

### SECTION 1: Applicant/ Permittee Information

Name (Ind., Org. or Entity) Valley City Sign	Authorized Representative Crystal Walkons	Title Permit Administrator	
Mailing Address 5009 West River Dr	City Comstock Park	State MI	ZIP Code 49321
Email Address cwalkons@valleycitysign.com	Phone Number (incl. area code) 616-785-5713		

### SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind., Org. or Entity) Tommy's Express Car Wash	Contact Person	Title	
Mailing Address 3627 Washington Ave	City Sheboygan	State WI	ZIP Code 53081
Email Address	Phone Number (incl. area code)		

### SECTION 3: Description of the Proposed Sign and Use of the Subject Site

Name of Proposed/existing business: Tommy's Express Car Wash	
Address of property affected: 3627 Washington Ave S Frontage Rd	
Use of property: Car Wash	Type of Sign: Wall
Description of sign: (Directional) "Cashier" on canopy above drive-thru lane	

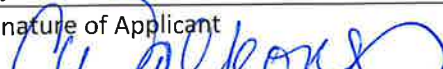
### SECTION 4: Configuration of Proposed Sign

Height: 10.57"	Width: 64.84"	Total Square Footage: 4.76
Amount of public street frontage: 220' on Washington Ave		
Amount of exposed exterior wall length: 35'	Setback: N/A	
Method of Attachment:		
Method of Illumination: LED internal illumination		
Sign Materials: ACM panel with plex face		
Total square footage of signs on subject property – Before proposed sign:		After proposed sign:

### SECTION 5: Certification and Permission

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Sign Permit Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

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Signature of Applicant 		Date Signed 6-2-23

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Office Use Only

## ACTION BY DEPARTMENT OF CITY DEVELOPMENT – SIGN PERMIT APPLICATION

APPROVED: \_\_\_\_\_ CONDITIONALLY APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

### CONDITIONS:

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SIGNATURE: \_\_\_\_\_

Steve Sokolowski  
City Planner & Zoning Manager

DATE: \_\_\_\_\_



## Sign Detail Package

# Sign Code Summary

Item 6.

Municipality: City of Sheboygan	County: Sheboygan County	Zoning: SC	Contact: Steve Sokolowski	Phone: 920-459-3377	Email: <a href="mailto:steve.sokolowski@sheboyganwi.gov">steve.sokolowski@sheboyganwi.gov</a>
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<b>Pylon Sign:</b>  Not allowed	<b>Monument Sign:</b>  Area: 2sf per lf of public street frontage on any chosen public street – up to a maximum sign area of 250 square feet per sign Height: 8' Number: 1 per public street frontage Setback: 12'	<b>Directional Sign:</b>  Area: 4sf Limited to business site or business name or logo (if under 1sf)  No permit required and does not count as part of max permitted sign area  Area: 9sf Wall or monument sign Number: 1 per each vehicular entrance, one sign for each vehicular exit, one sign for each parking area conditions list.
<b>Wall Sign:</b>  Area: 1.5sf per lf of exposed exterior wall length on the supporting wall Number: 4 for all walls not directly abutting residentially zoned property Projection: 12" Shall not extend beyond the edge of the wall or higher than the nearest portion of the building to which it is mounted  <b>Applicant shall install individual letter signs – no cabinet or flat panel signs.</b>	<b>Canopy Sign:</b>  Area: 20sf Number: 1 per street frontage in lieu of one permitted wall sign	<b>EMC:</b>  Permitted with Conditional Use Permit Duration of static message: 15 seconds Message cycle: 15 seconds Chasing lights shall be allowed only as a conditional use, and shall be limited to a maximum lamp wattage of 11 watts No flashing, blinking, scrolling, or animation
<b>Area Measurement:</b>  In the case of a sign placed within a frame, a marquee sign, or other structure, sign area consists of the entire surface area of the sign on which copy could be placed. The supporting structure or bracing of a sign, including the supports of monument signs not used for copy, shall not be counted as a part of the sign face area unless such structure or bracing is made a part of the sign's message. In the case of a sign whose message is fabricated together with the background which borders or frames that message, sign face area shall be the total area of the entire background. In the case of a sign whose message is applied to a background which provides no border or frame (such as individual letters to a building face or awning), sign face area shall be the combined areas of the smallest rectangles which can encompass each word, letter, figure, emblem, and other element of the sign message per a scaled, fully dimensioned drawing approved by the Zoning Administrator. Where such drawing is not provided, said area shall be the smallest area enclosed in a single rectangle.	<b>Notes:</b>  Parcel ID 59281470507	<b>Notes:</b>



5009 West River Drive  
 Comstock Park, MI 49321  
 Ph 616.784.5711 | Fx 616.784.8280  
[www.valleycitysign.com](http://www.valleycitysign.com)

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CUSTOMER INFO
Tommy's Express Car Wash
ACCOUNT
3627 Washington Ave. S.
ADDRESS
March 30 <sup>th</sup> , 2022
INITIAL PROPOSAL DATE

REVISIONS	INITIALS & DATE
A Dropped in new site plan	JV 4/13/23
B Update code check/add custom signs JB 5/10/23	
C --	
D --	
E --	
F --	

REVISIONS CONT.	INITIALS & DATE
G --	
H --	
I --	
J --	
K --	
L --	

**SITE#**  
**P3476**

Sheboy  
 Wisco

34





**Location Map:**  
**3627 Washington Ave. S.**  
**Sheboygan, WI 53081**



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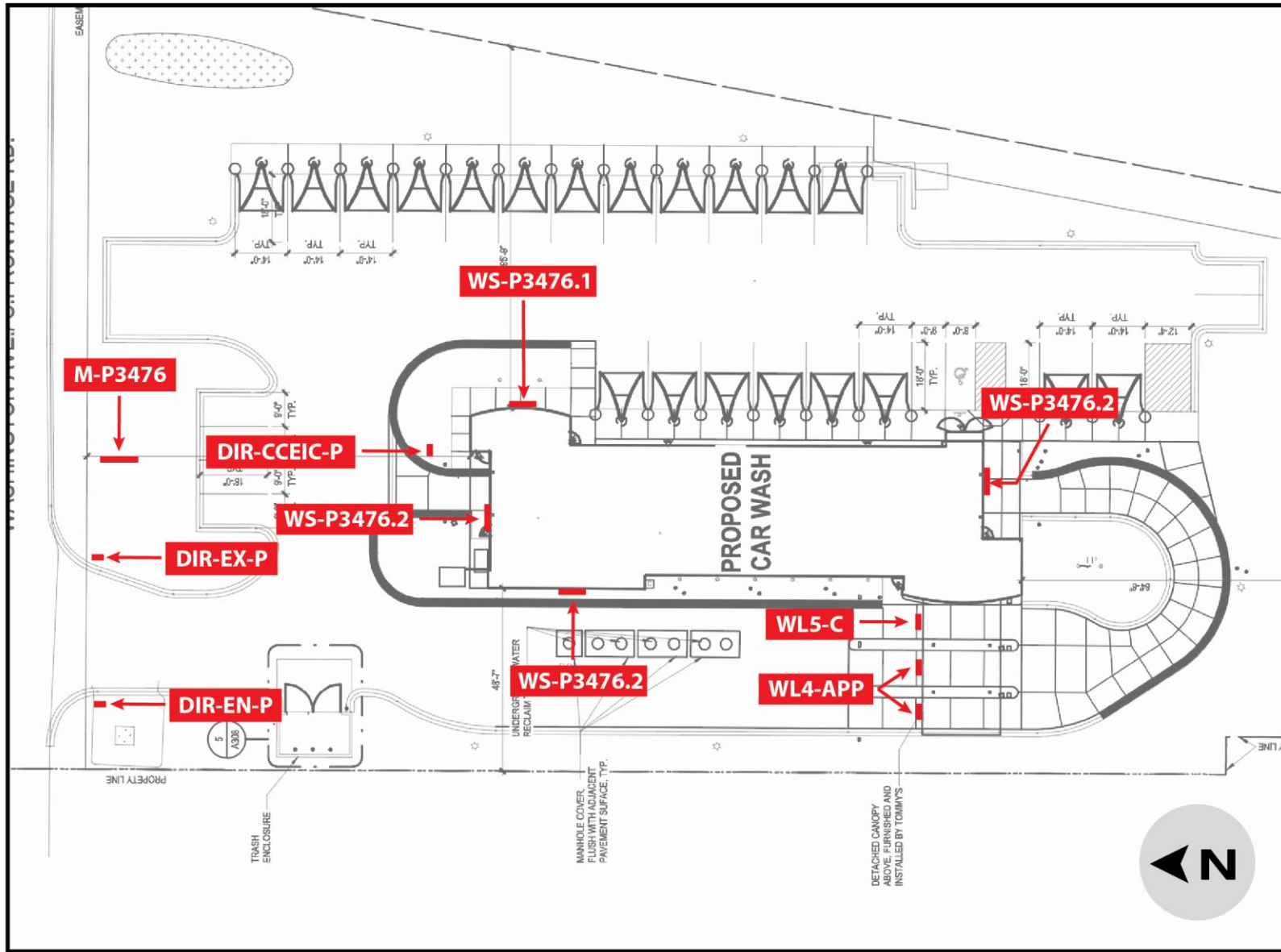
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G --	
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K --	
L --	

**SITE#**  
**P3476**

Sheboy  
 Wisco 35



RESPONSIBILITY Item 6.

### General Contractor

**M-P3476:**  
**DIR-EN-P:**  
**DIR-EX-P:**  
 Property line staking  
 Masonry

### Electrical Contractor

**M-P3476:**  
**WS-P3476.1:**  
**WS-P3476.2 (3):**  
**WL5-C:**  
**WL4-APP (2):**  
 Electrical Service

\*\*\* Note \*\*\*

Please reference  
 architectural plans for  
 required installation detail.



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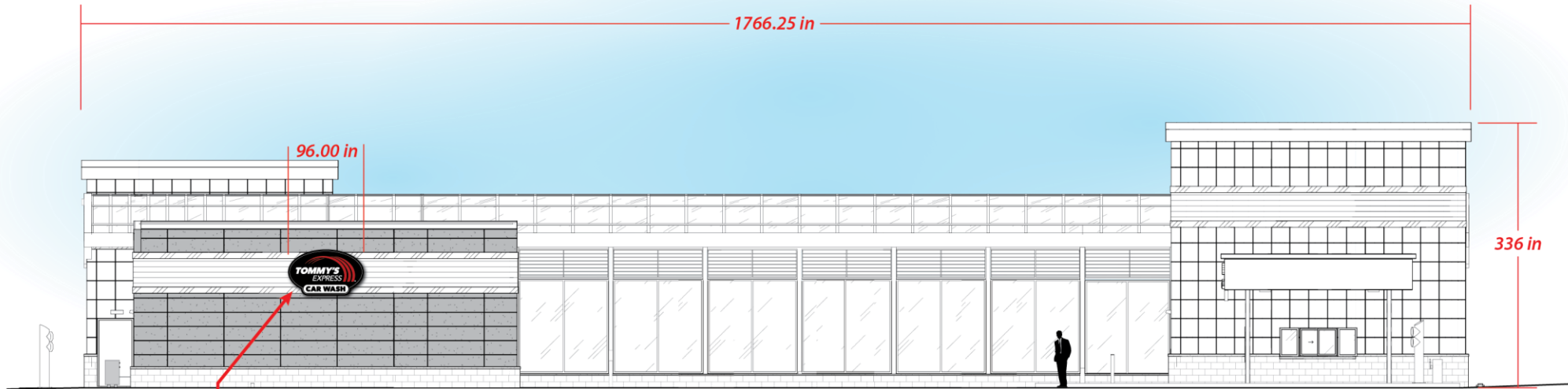
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REVISIONS CONT.	INITIALS & DATE
G --	
H --	
I --	
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L --	

**SITE#**  
**P3476**

Sheboygan  
 Wisconsin 36





Front Side Elevation | Scale: 1/16" = 1'-0"

WS-P3476.2



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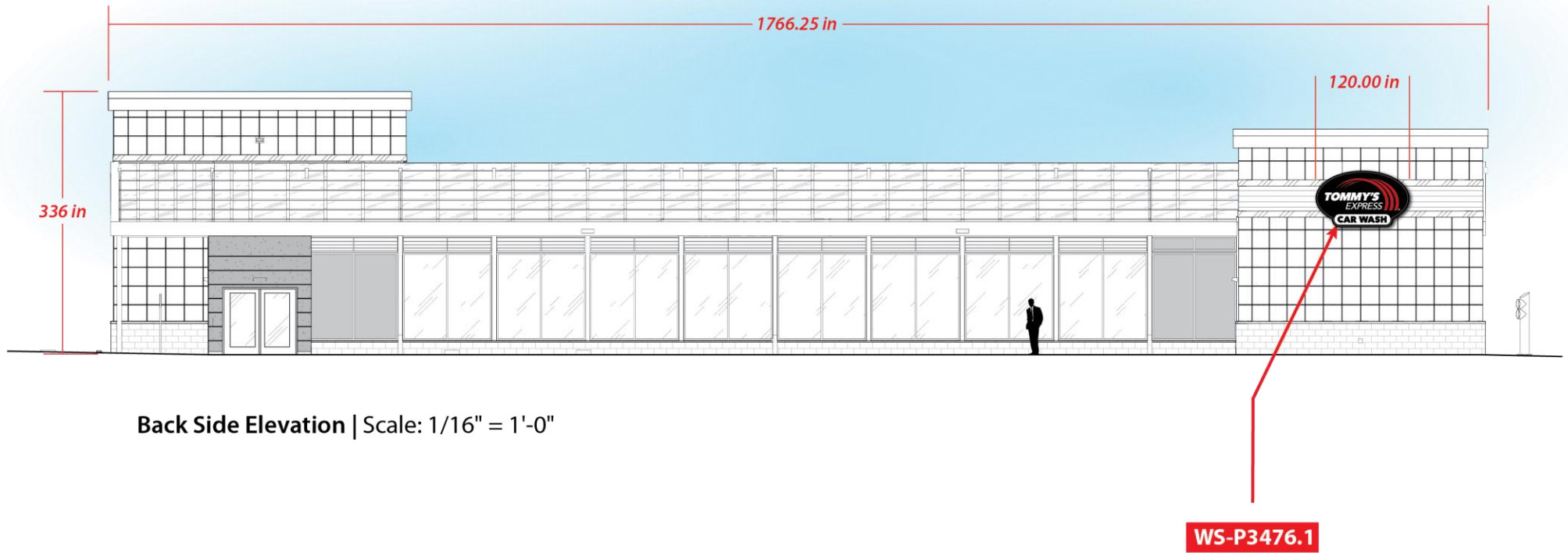
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**SITE#**  
**P3476**

Sheboygan  
Wisco 37



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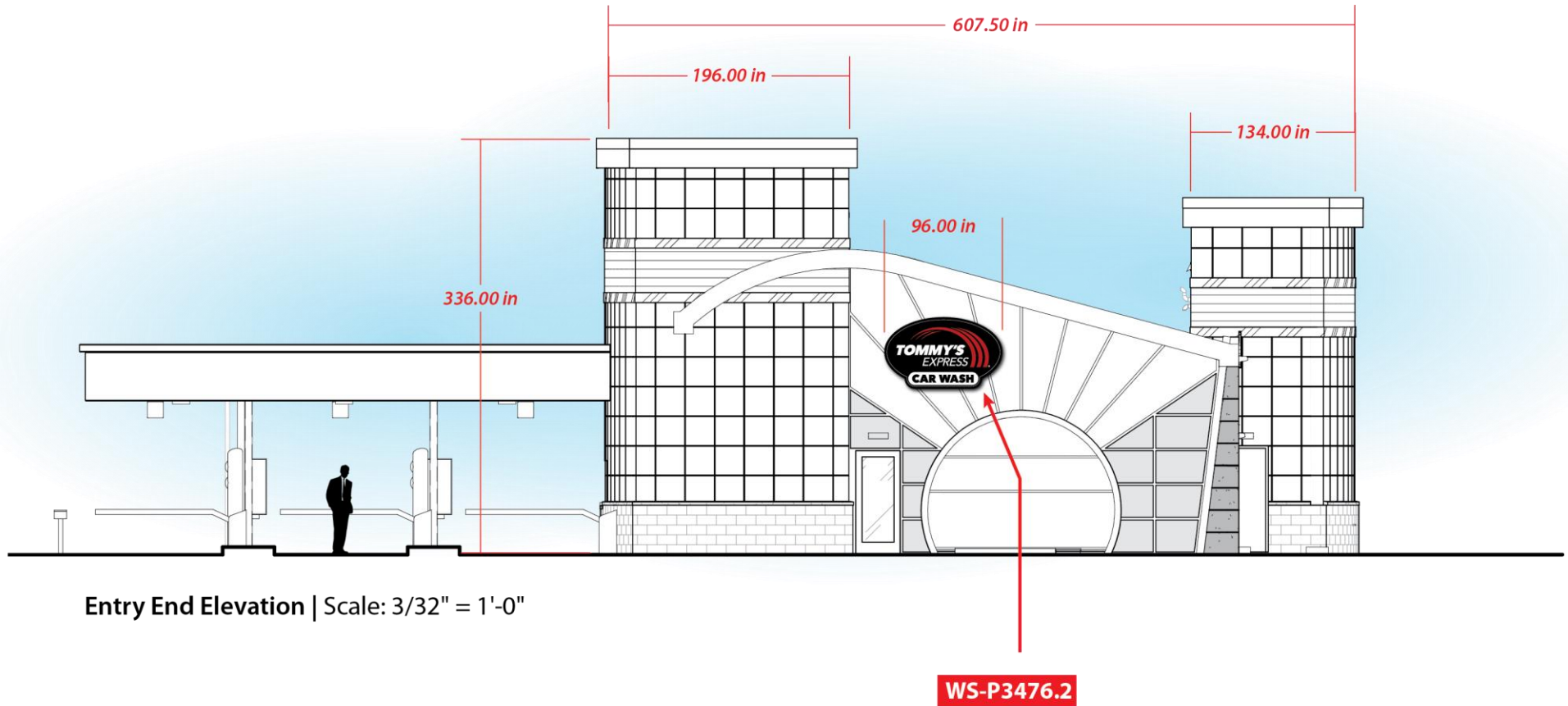
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**SITE#**  
**P3476**

Sheboygan  
Wisco 38



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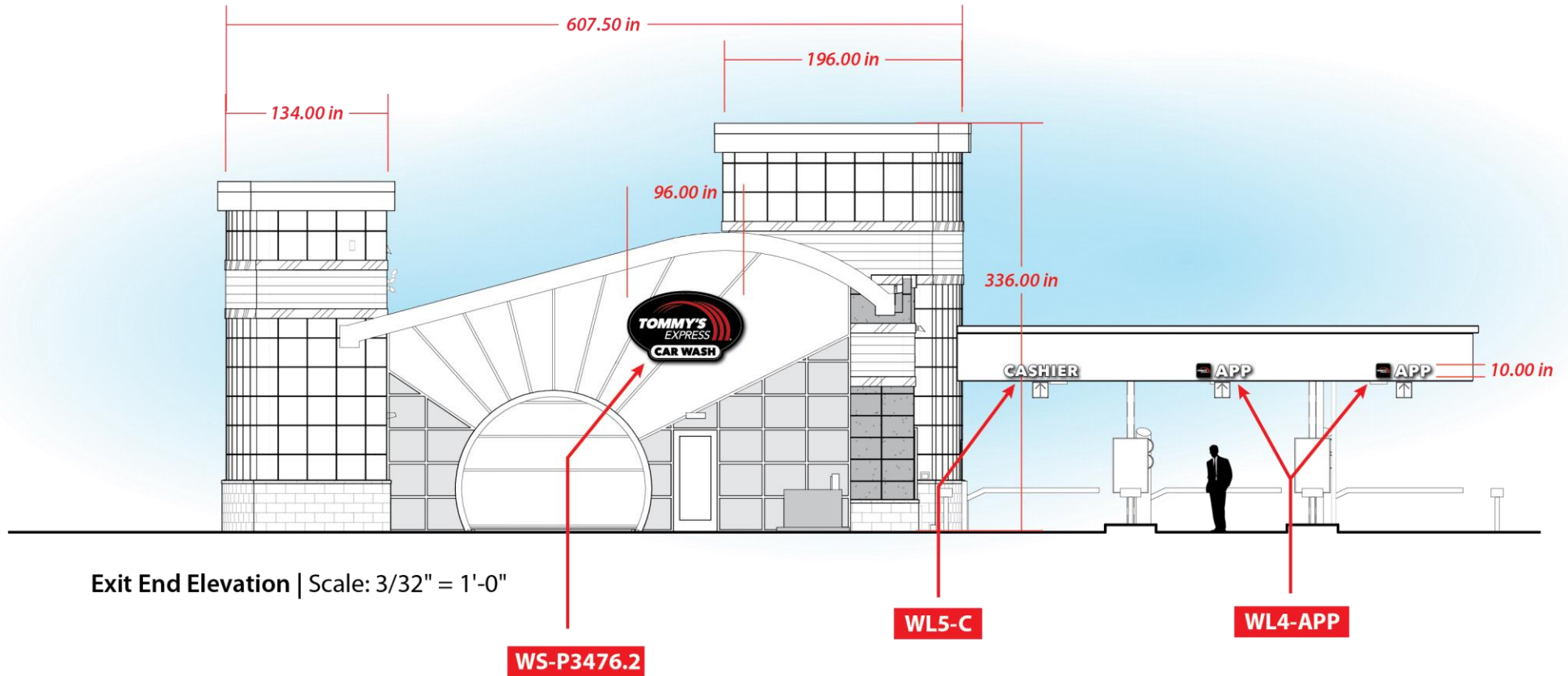
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**SITE#**  
**P3476**

Sheboygan  
Wisconsin



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**SITE#**  
**P3476**

Sheboygan  
Wisco

40



See MWS13-CW-P3476 details  
(page 3)

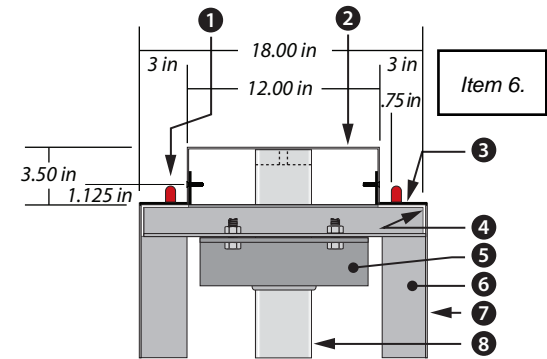
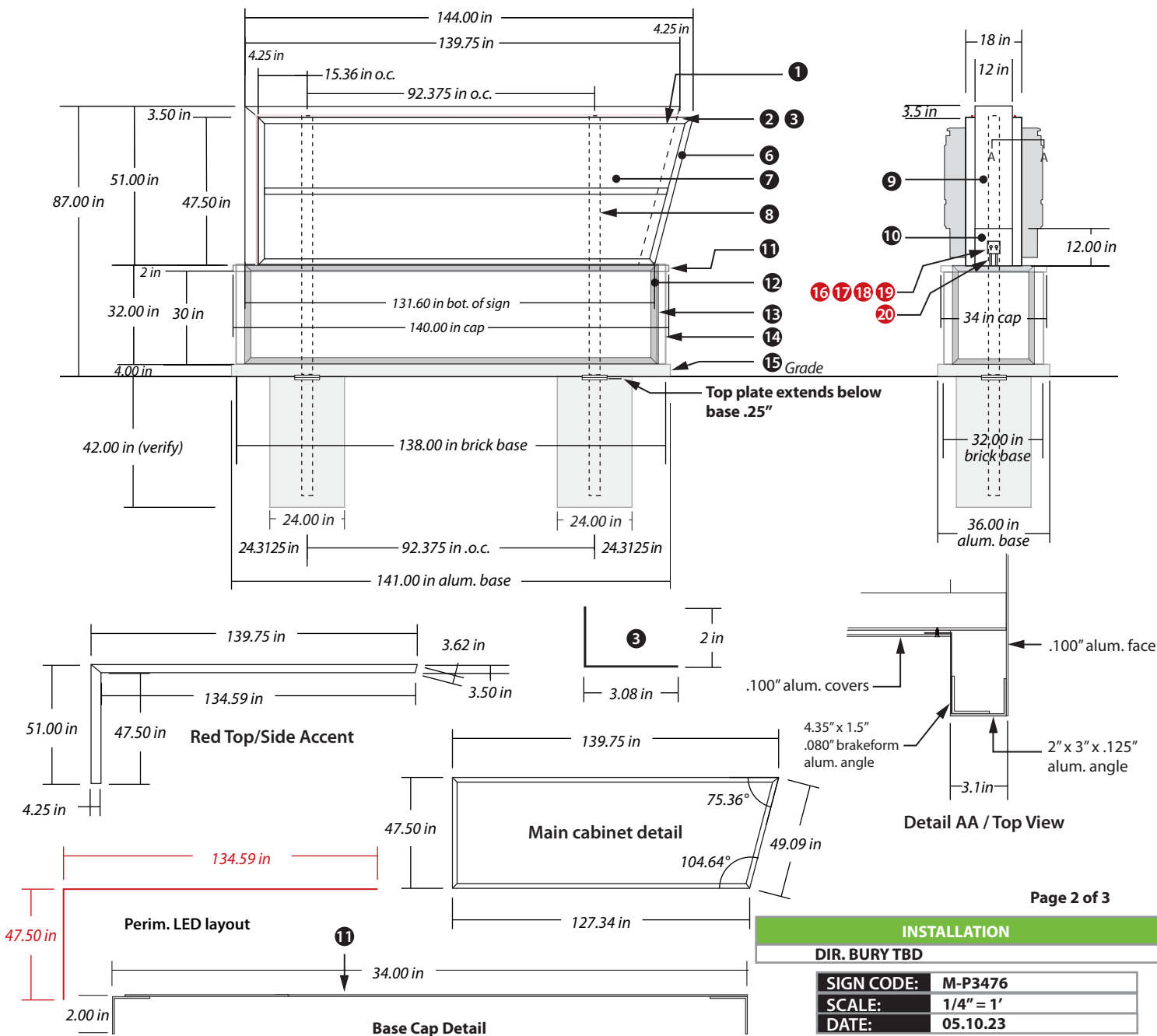


<b>SIGN CODE:</b>	M-P3476
<b>SCALE:</b>	3/8" = 1'
<b>DATE:</b>	05.10.23
<b>QUANTITY:</b>	1



VALLEY CITY  
SIGN

5009 West River Drive | Comstock Park, MI 49321 | Ph 616.784.5711 | Fx 616.784.8280 | [www.valleycitysign.com](http://www.valleycitysign.com)



#### MONUMENT SIGN

ITEM	CONSTRUCTION
1	MORGAN-HOPE RED LED PERIMETER LIGHTING
2	.100" BRAKEFORM TOP AND SIDE ACCENT
3	3.08" x 2" - .080" ALUM. BRAKEFORM ANGLE
4	2" x 3" x .125" ALUM. ANGLE
5	STEEL ANGLE CONNECTION
6	2" x 3" x .125" ALUM. ANGLE
7	.100" FACES
8	3.5" x 3.5" x .25" x 86" INTERNAL ST. SUPPORTS W/8" x 10" x .75" ST. MATCH PLATES 2x - 38" STUBS W/MATCH PLATES REQ. WELD BOLTS TO BOTTOM PLATE POINTING UP
9	34"H - .100" ALUM. #10 x 1" PHILLIPS C.S. SCREW / BLUE LOCTITE
10	12"H - .100" ALUM. RIVET AFTER PAINT
11	2"H x 140"W x 34" DEEP CAP
12	2" x 2" x .125" ALUM. ANGLE FRAME
13	.080" ALUM. SHEETING
14	2" x 2" x .1875" ALUM. ANGLE
15	.50" CEMENT BOARD
16	SPLIT FACED BLOCK VENEER <b>TBD</b> , VENEER TO BE SUPPLIED BY THE GC
17	4"h x 141"W x 36" DEEP - .100" BRKFRM ALUM. BASE

#### CABINET PAINT COLORS

MAP MP99606N RED (SEMI-GLOSS)
MAP MP 33172 SILV. SURFER MET. (SEMI-GLOSS)

ITEM	ELECTRICAL: 120v
16	3-GANG WEATHERPROOF BOX (EL-BOX-5390-0)
17	3-GANG WEATHERPROOF COVER (EL-COVER-30499)
18	3x - 20A SWITCHES (CS120-2)
	1x - SWITCH PER EMC UNIT
	1x - SWITCH FOR PERIM. LIGHTING & ILLUM. CABS.
19	3/4" INCH ZINC DIE CAST NIPPLE (EL-NIP-REGAL-792)
20	3x - 120V / 20A CIRCUITS BY GC
	(1) .75" CONDUIT TO SIGN LOC, SUPPLIED BY GC
	GROUNDING ROD BY INSTALLER

Page 2 of 3

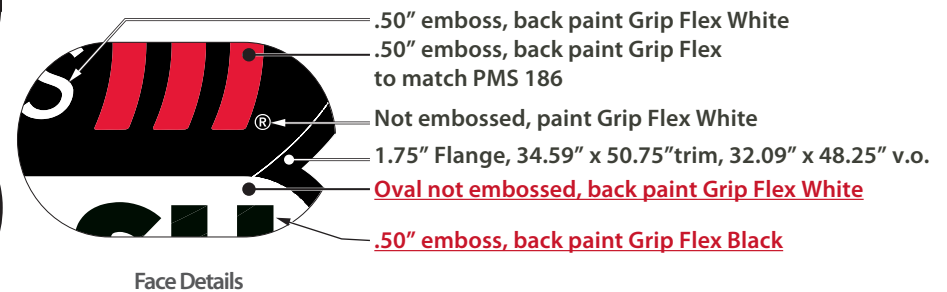
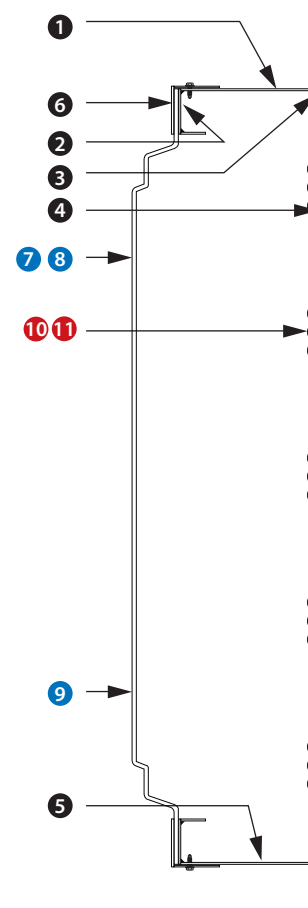
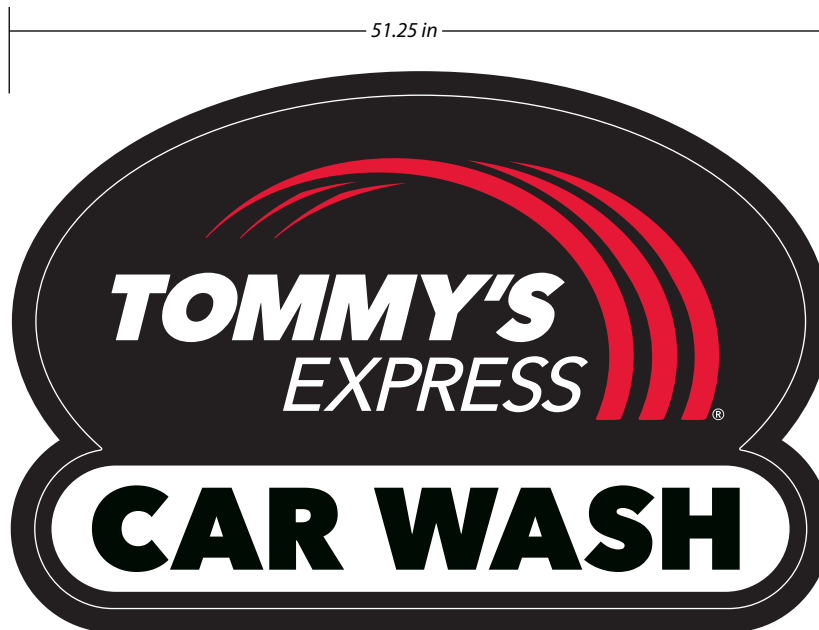
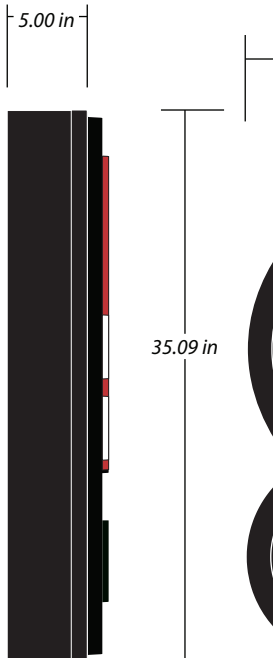
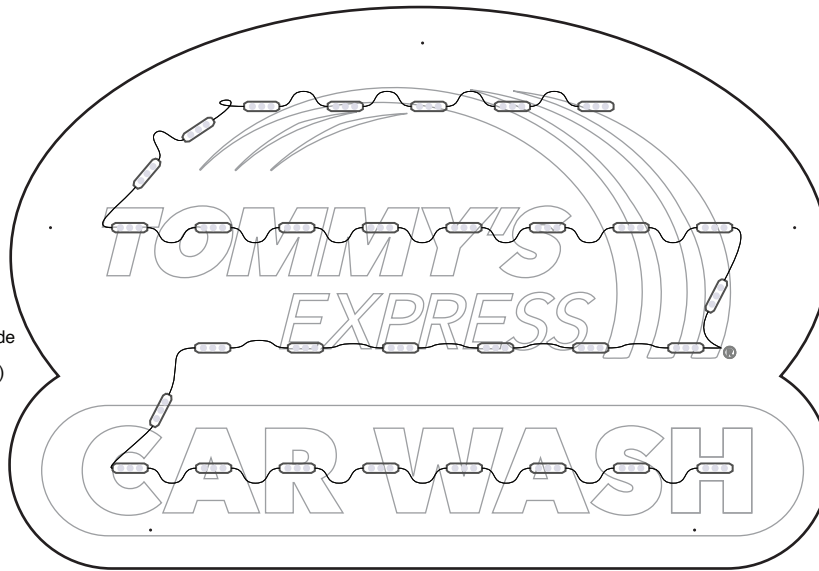
#### INSTALLATION



DIR. BURY TBD

SIGN CODE:	M-P3476
SCALE:	1/4" = 1'
DATE:	05.10.23

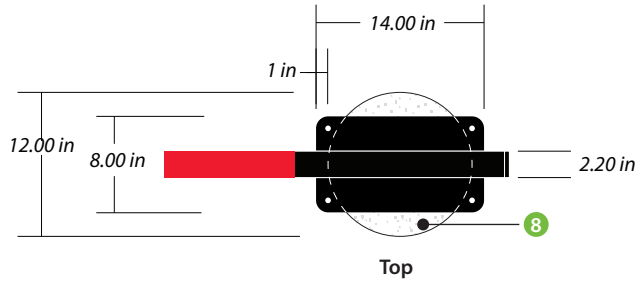


Load: 37.2% per side  
 Modules: 31 White WoW per side  
 Watts: 22.3 of 60.0 per side  
 PS: 1x - 60watt (runs both sides)  
 12.930 perim ft  
 Watts: 44.6 watts total for both sides



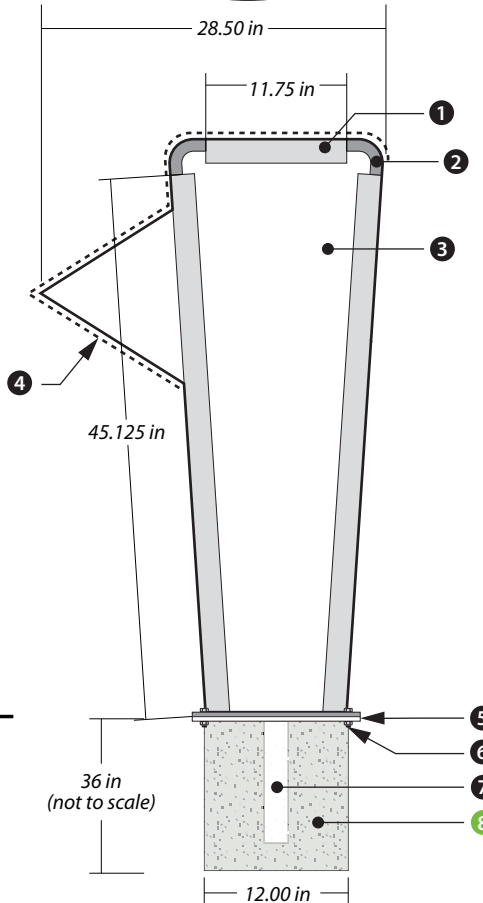
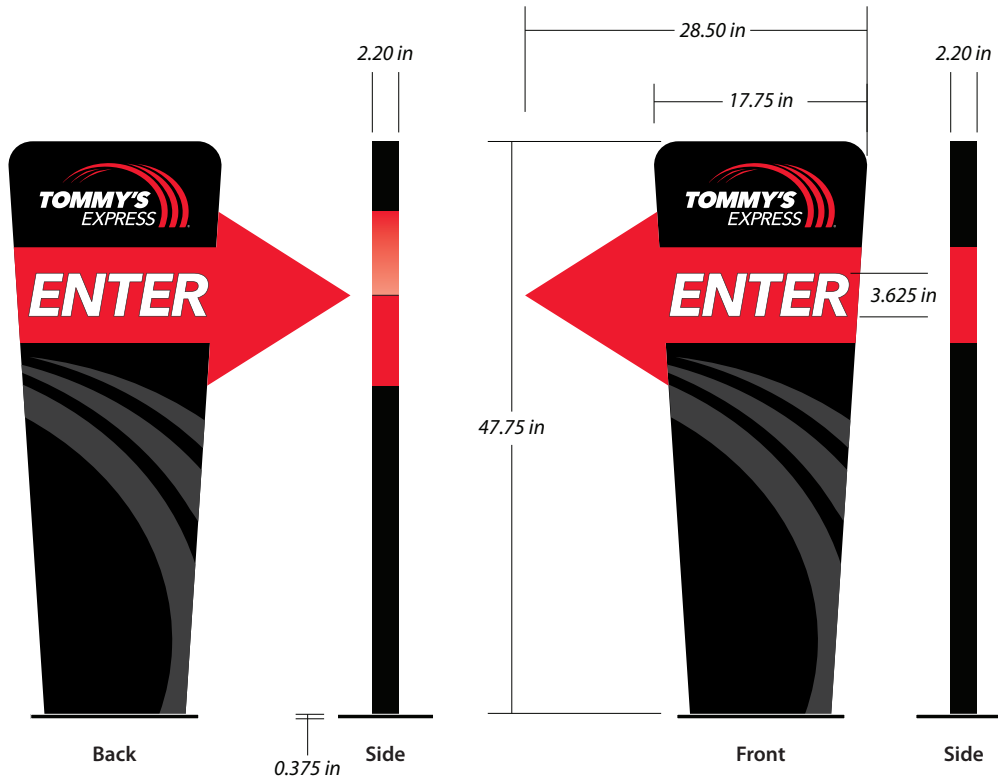
CUSTOM WALL SIGN			Item 6.
ITEM	RETAINER / CABINET STRUCTURE		
1	5" - .080" SIDEWALLS		
2	1.5" - .100" ROUTED ALUM. FLANGE		
3	WELDED CONSTRUCTION		
4	.100" ALUM. BACK / SUPPORTS-GUSSETS		
5	WEEP HOLES		
6	.100" - 1.5" X 1.5" RETAINER		
CABINET /RETAINER PAINT COLORS			
	MAP BLK, SIDEWALLS AND BACK (GLOSS)		
ITEM	FACE		
7	.177" CLEAR POLY. / 1-1/4" D - 1/2" EMBOSS.		
8	SUBSURFACE PAINT		
9	REGISTER MARK NOT EMBOSSED		
FACE PAINT COLORS			
	GRIP FLEX BLACK		
	GRIP FLEX TO MATCH PMS 186		
	GRIP FLEX WHITE		
ITEM		ELECTRICAL: 120v	
10	LED: G2G WHITE WOW		
11	POWER SUPPLY: 1x 60W (ALLANSON)		
INSTALLATION			
MOUNT TO MONUMENT			
SIGN CODE:		MWS13-CW-P3476	
SCALE:		1" = 1'	
DATE:		05.10.23	
QUANTITY:		2	Pre-assembled onto monument sign

0.11 in (R) 0.20 in  
Register mark actual size



- Perfect Match Red Scotchcal (#7725-263)
- White Scotchcal (#7725-10)
- Digital print on Opaque white w/ Gloss overlaminate (note: digitally printed Black outline)
- Paint MAP MP80141 Red (Gloss)
- Paint MAP Black (Gloss)
- Dark Gray Scotchcal (#7725-41)

Item 6.

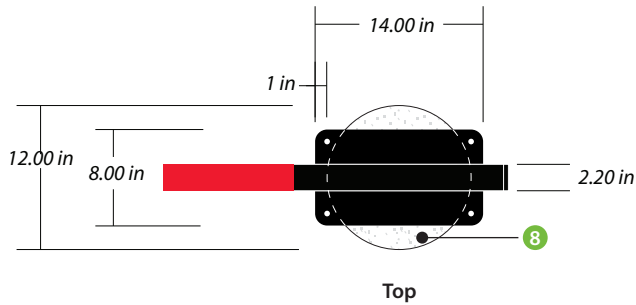


DIRECTIONAL SIGN	
ITEM	CABINET STRUCTURE
1	2" X 2" X .125" ALUM. TUBE
2	.100" ROUTED ALUM. RIBS (4x - REQ.)
3	.100" ROUTED ALUM. FACES
4	.063" ROLLED ALUM. SIDEWALL SECTION
5	8" X 14" X .375" ALUM. MATCH PLATES
	2x - REQUIRED
	4x - .50"Ø HOLES
6	.375"Ø X 1.25" GALV STEEL NUTS/BOLTS
7	2" x 3" x .125" x 32" LONG ALUM. STUB
	WELD TO BOTTOM MATCH PLATE
PAINT COLORS	
	MAP BLACK (GLOSS)
	MAP MP80141 RED (GLOSS)
VINYL COLORS	
	DARK GRAY SCOTCHCAL (#7725-41)
	PERFECT MATCH RED SCOTCHCAL (#7725-263)
	WHITE SCOTCHCAL (#7725-10)
INSTALLATION	
8	12"DIA. x 36"D CONCRETE FOOTING

SIGN CODE:	DIR-EN-P
SCALE:	3/4" = 1'
DATE:	3.02.21
QUANTITY:	1

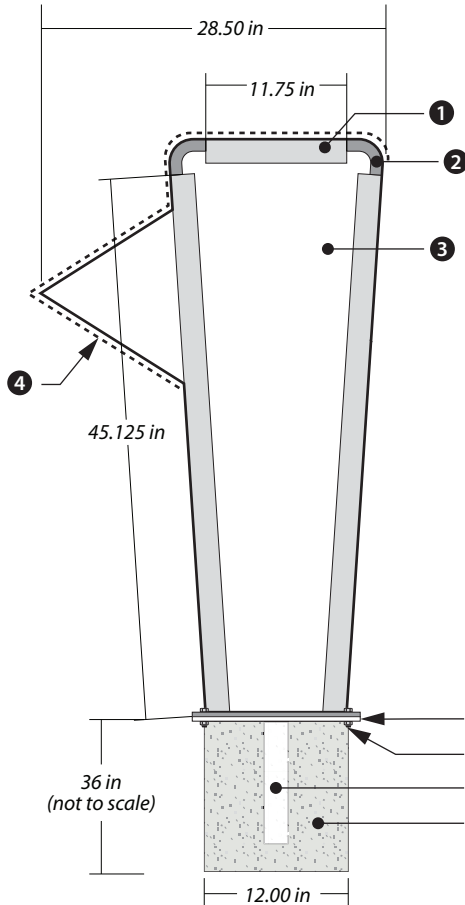
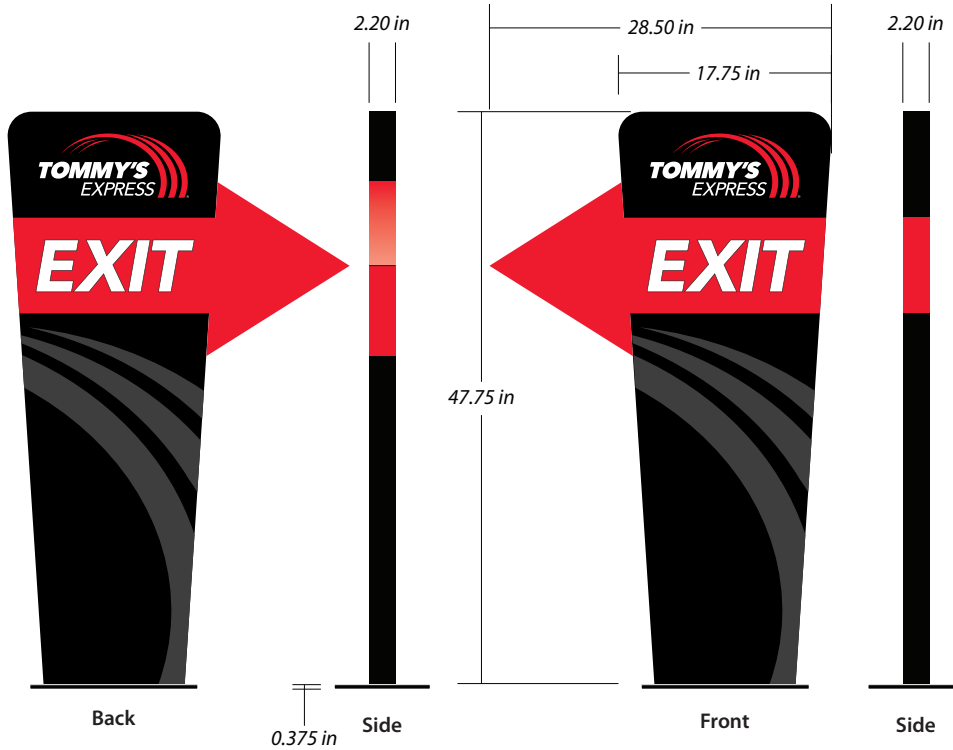


0.11 in (R) 0.20 in  
Register mark actual size



- Perfect Match Red Scotchcal (#7725-263)
- White Scotchcal (#7725-10)
- Digital print on Opaque white w/ Gloss overlaminate (note: digitally printed Black outline)
- Paint MAP MP80141 Red (Gloss)
- Paint MAP Black (Gloss)
- Dark Gray Scotchcal (#7725-41)

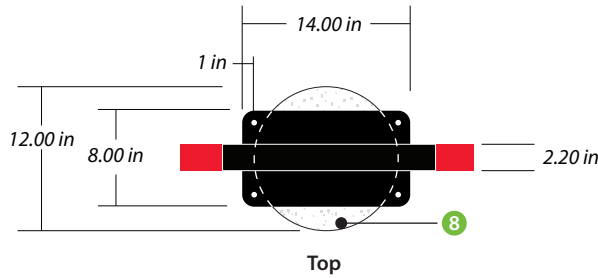
Item 6.



DIRECTIONAL SIGN	
ITEM	CABINET STRUCTURE
1	2" X 2" X .125" ALUM. TUBE
2	.100" ROUTED ALUM. RIBS (4x - REQ.)
3	.100" ROUTED ALUM. FACES
4	.063" ROLLED ALUM. SIDEWALL SECTION
5	8" X 14" X .375" ALUM. MATCH PLATES
	2x - REQUIRED
	4x - .50"Ø HOLES
6	.375"Ø X 1.25" GALV STEEL NUTS/BOLTS
7	2" x 3" x .125" x 32" LONG ALUM. STUB
	WELD TO BOTTOM MATCH PLATE
PAINT COLORS	
	MAP BLACK (GLOSS)
	MAP MP80141 RED (GLOSS)
VINYL COLORS	
	DARK GRAY SCOTCHCAL (#7725-41)
	PERFECT MATCH RED SCOTCHCAL (#7725-263)
	WHITE SCOTCHCAL (#7725-10)
INSTALLATION	
8	12"DIA. x 36"D CONCRETE FOOTING

SIGN CODE:	DIR-EX-P
SCALE:	3/4" = 1'
DATE:	3.02.21
QUANTITY:	1

0.11 in  0.20 in  
Register mark actual size



Digital print on Opaque white w/  
Gloss overlaminate (note: digitally  
printed Black outline)

Item 6.

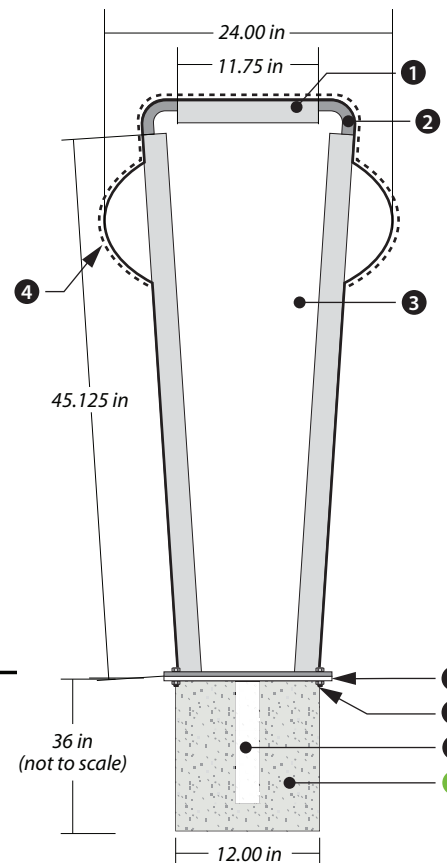
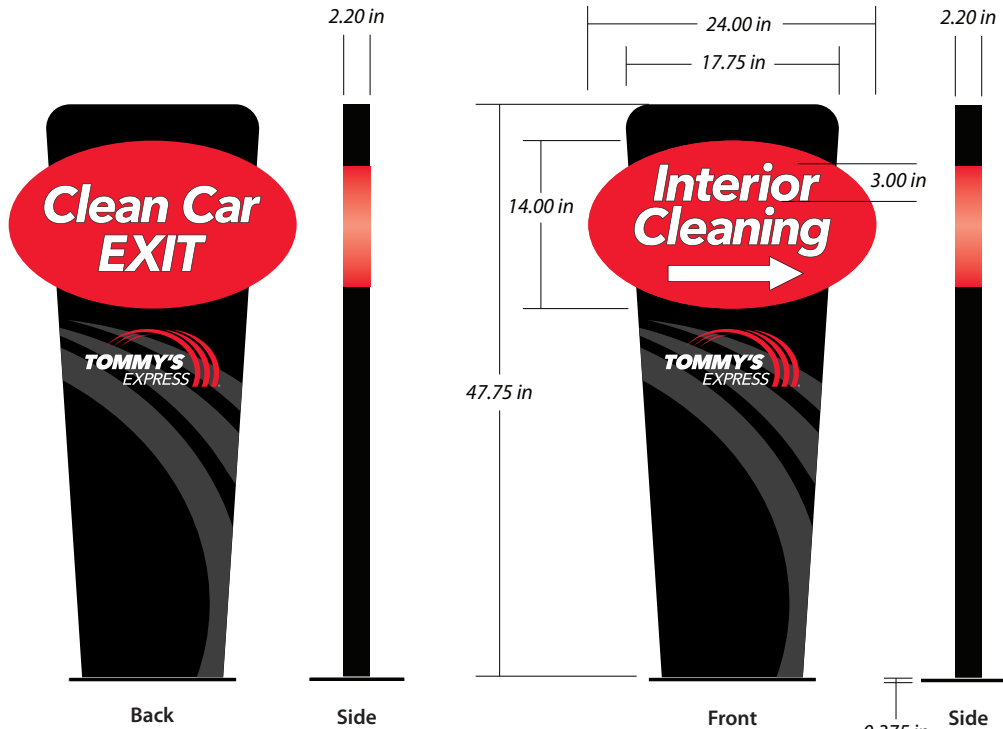
Paint MAP MP80141 Red (Gloss)

Paint MAP Black (Gloss)

White Scotchcal (#7725-10)

Perfect Match Red Scotchcal (#7725-263)

Dark Gray Scotchcal (#7725-41)



#### DIRECTIONAL SIGN

ITEM	CABINET STRUCTURE
1	2" X 2" X .125" ALUM. TUBE
2	.100" ROUTED ALUM. RIBS (4x - REQ.)
3	.100" ROUTED ALUM. FACES
4	.063" ROLLED ALUM. SIDEWALL SECTION
5	8" X 14" X .375" ALUM. MATCH PLATES 2x - REQUIRED 4x - .50"Ø HOLES
6	.375"Ø X 1.25" GALV STEEL NUTS/BOLTS
7	2" X 3" X .125" X 32" LONG ALUM. STUB WELD TO BOTTOM MATCH PLATE

#### PAINT COLORS

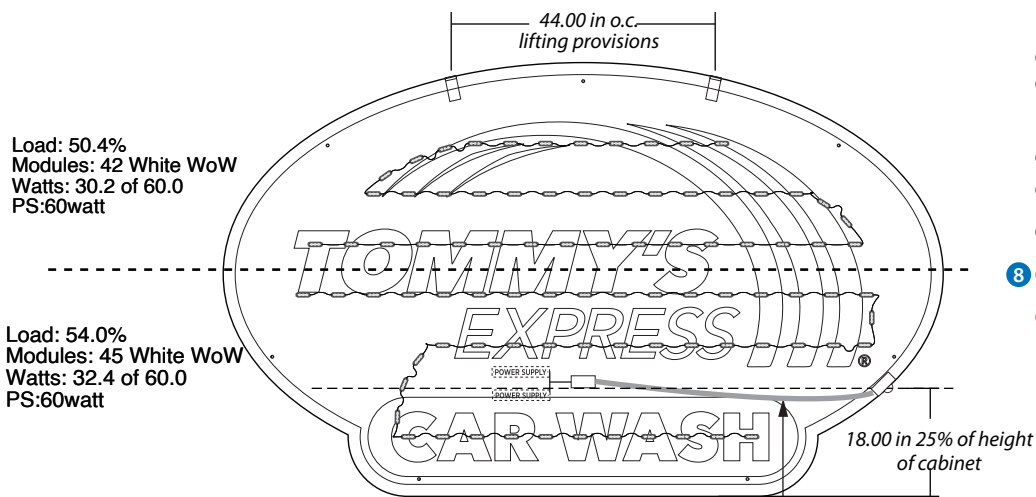
	MAP BLACK (GLOSS)
	MAP MP80141 RED (GLOSS)
VINYL COLORS	
	DARK GRAY SCOTCHCAL (#7725-41)
	PERFECT MATCH RED SCOTCHCAL (#7725-263)
	WHITE SCOTCHCAL (#7725-10)

#### INSTALLATION

8	12"DIA. X 36"D CONCRETE FOOTING
---	---------------------------------

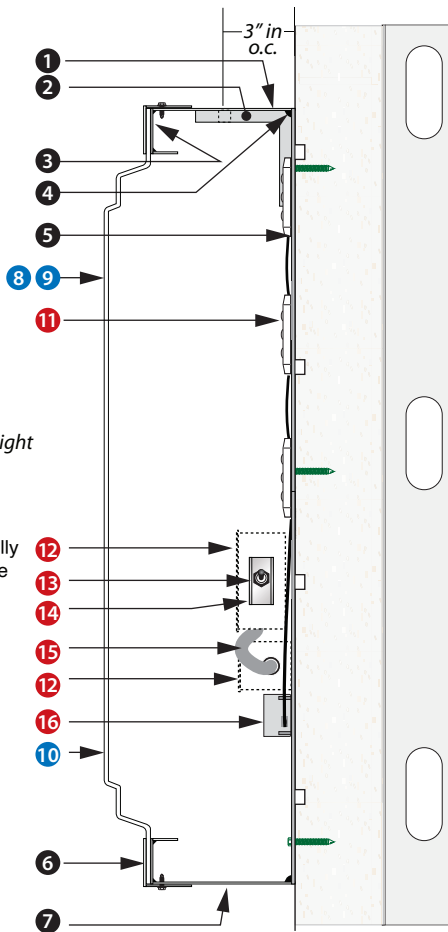
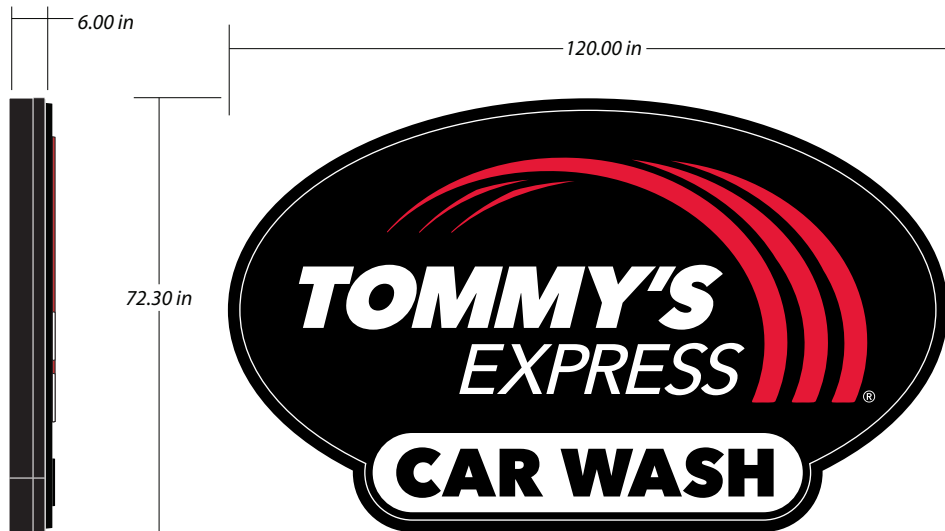
SIGN CODE:	DIR-CCEIC-P
SCALE:	3/4" = 1'
DATE:	3.02.21

QUANTITY:	1
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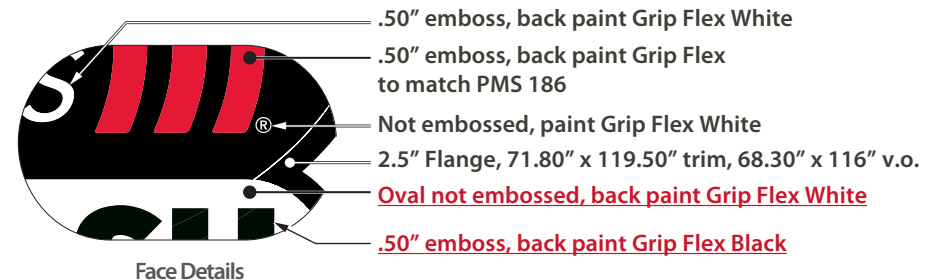


87 Modules: G2G WOW 7500K  
87 Total Modules  
62.6 Watts  
2 Power Supplies: 60W  
48.351 sq ft  
26.172 perim ft

15 \*Mechanically fasten inside cabinet



Side View (not to scale)



## CUSTOM WALL SIGN

Item 6.

ITEM	RETAINER / CABINET STRUC
1	6" - .080" SIDEWALLS
2	4" x 4" x .50" x 1.875" ALUM. ANGLE
	.625"-11 TAP, WELD TO BACK, 44" O.C.
3	2" - .100" ROUTED ALUM. FLANGE
4	WELDED CONSTRUCTION
5	.100" ALUM. BACK / SUPPORTS-GUSSETS
6	100" - 2" X 2" RETAINER
7	WEEP HOLES

## CABINET / RETAINER PAINT COLORS

MAP BLACK (GLOSS)

ITEM	FACE
8	.177" CLEAR POLY. / 1-1/4" D - 1/2" EMBOSS.
9	SUBSURFACE PAINT
10	REGISTER MARK NOT EMBOSSED

## FACE PAINT COLORS

GRIP FLEX BLACK

GRIP FLEX TO MATCH PMS 186

GRIP FLEX WHITE

ITEM	ELECTRICAL: 120v
11	LED: G2G WHITE WOW
12	ELECT. BOX (PART #EL-BOX-4SSLEK) 2X REQ.
13	20A TOGGLE SWITCH (EL-SW-SW20)
14	LOCKING PLATE (EL-SW-LOCKING PLATE)
15	MC CABLE* (EL-COND-AL-375FLX)
16	POWER SUPPLY: 2X 60W (1.12 TOTAL AMPS)
	ELECTRICAL BOX W/LOCKING SWITCH REQ. BY ELECTRICIAN ON INTERIOR WALL

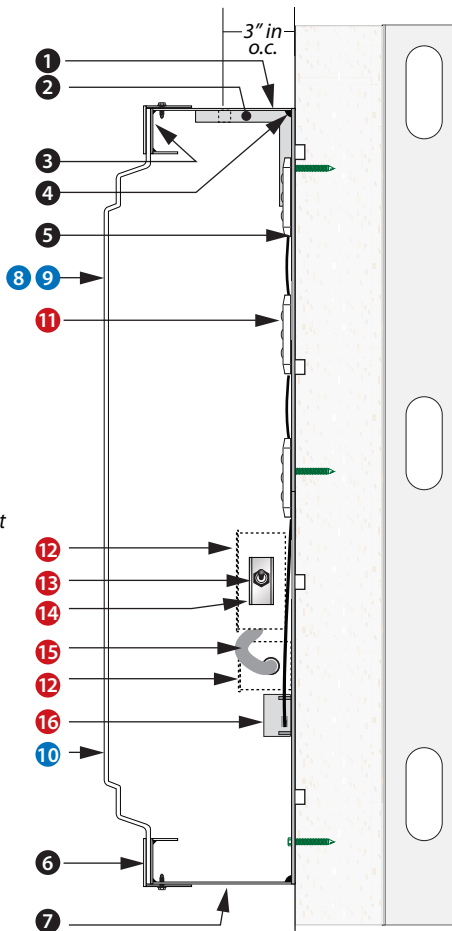
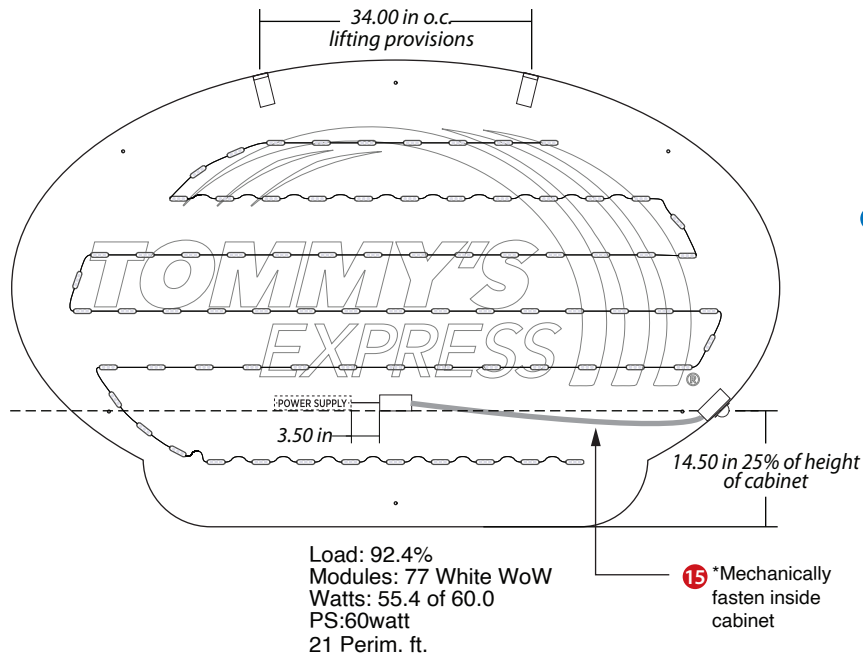
## INSTALLATION

SIGN CODE: WS-P3476.1

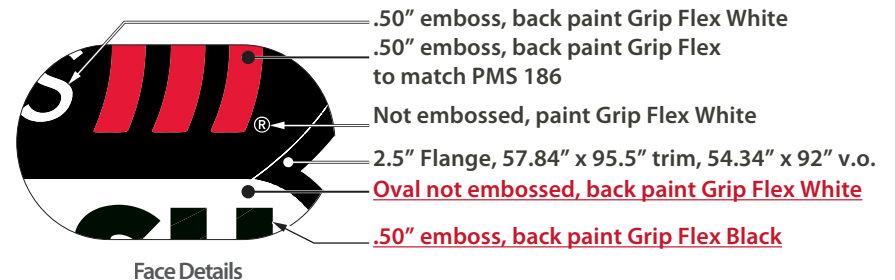
SCALE: 3/8" = 1'

DATE: 05.10.23

QUANTITY: 1



Side View (not to scale)



# CUSTOM WALL SIGN

Item 6.

ITEM	RETAINER / CABINET STRUCTURE
1	6" - .080" SIDEWALLS
2	4" x 4" x .50" x 1.875" ALUM. ANGLE
3	.625" - 11 TAP, WELD TO BACK, 34" O.C.
4	2" - .100" ROUTED ALUM. FLANGE
5	WELDED CONSTRUCTION
6	.100" ALUM. BACK / SUPPORTS-GUSSETS
7	.100" - 2" X 2" RETAINER
8	WEEP HOLES

## CABINET / RETAINER PAINT COLORS

MAP BLACK (GLOSS)

ITEM	FACE
8	.177" CLEAR POLY. / 1-1/4" D - 1/2" EMBOSS.
9	SUBSURFACE PAINT
10	REGISTER MARK NOT EMBOSSED
FACE PAINT COLORS	
	GRIP FLEX BLACK
	GRIP FLEX TO MATCH PMS 186
	GRIP FLEX WHITE

ITEM	ELECTRICAL: 120v
11	LED: G2G WHITE WOW
12	ELECT. BOX (PART #EL-BOX-4SSLEK) 2X REQ.
13	20A TOGGLE SWITCH (EL-SW-SW20)
14	LOCKING PLATE (EL-SW-LOCKING PLATE)
15	MC CABLE* (EL-COND-AL-375FLX)
16	POWER SUPPLY: 1X 60W (.56 TOTAL AMPS)
	ELECTRICAL BOX W/LOCKING SWITCH REQ. BY ELECTRICIAN ON INTERIOR WALL

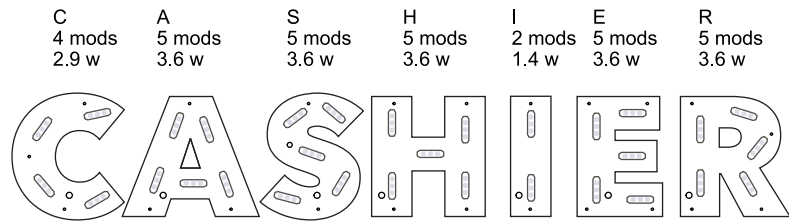
## INSTALLATION

SIGN CODE: WS-P3476.2

SCALE: 1/2" = 1'

DATE: 05.10.23

QUANTITY: 3

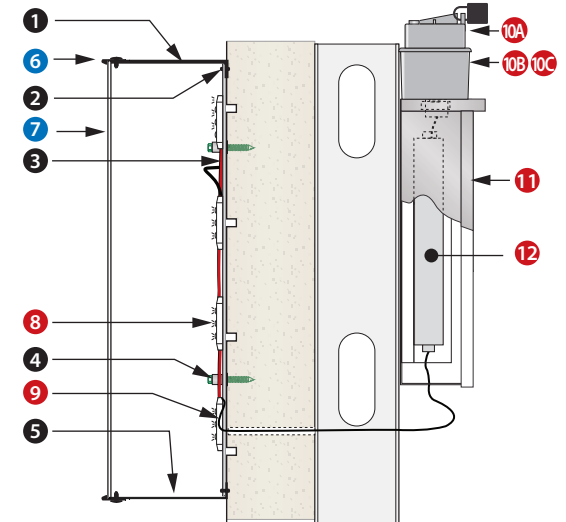


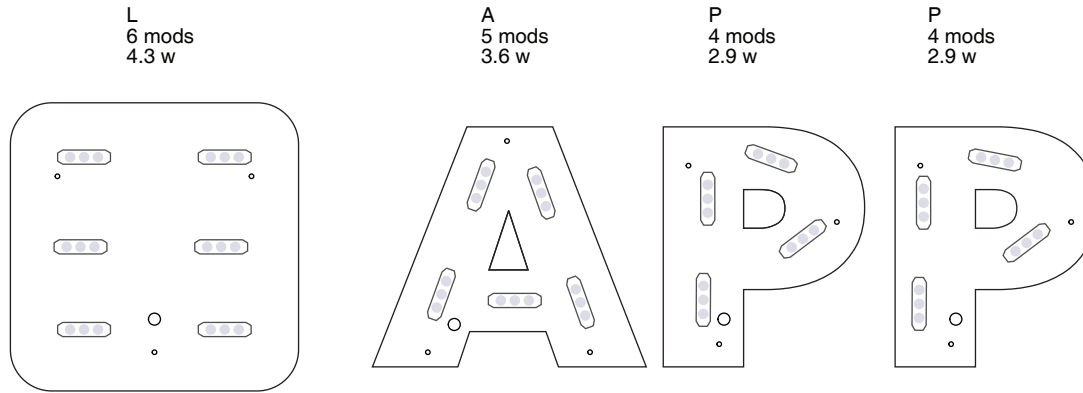
Load: 37.2%  
 Modules: 31 White G2G WOW  
 Watts: 22.3 of 60.0  
 PS: Universal 60watt  
 Perim ft: 26.56



JEWELITE CHANNEL LETTERS	
ITEM	CABINET STRUCTURE
1	5" - .040" PREPAINTED BLACK SIDEWALLS
2	STAPLED CONSTRUCTION
3	3mm ACM PANEL
4	.25-20 INSERT W/FASTENER
5	WEEP HOLES
ITEM	FACE / RETAINER
6	1" BLACK JEWELITE / BLACK JEWELITE SCREW
7	.125" WHITE PLEX FACE (7328)
ITEM	ELECTRICAL: 120V
8	G2G WHITE WOW LED (31)
9	SLEEVED LED CABLE
10A	LOCKING COVER (EL-COVER-PTC100GY)
10B	ELECTRICAL BOX (EL-BOX-IH3-ILM)
10C	120V/20A SWITCH (EL-SW-CS120-2)
11	POWER SUPPLY BOX
12	POWER SUPPLY: 1X 60W (.56 TOTAL AMPS)
ELECTRICAL BOX W/LOCKING SWITCH REQ. BY ELECTRICIAN ON INTERIOR WALL	
INSTALLATION	

SIGN CODE:	WL5-C
SCALE:	3/4" = 1'
DATE:	05.22.19B
QUANTITY:	1

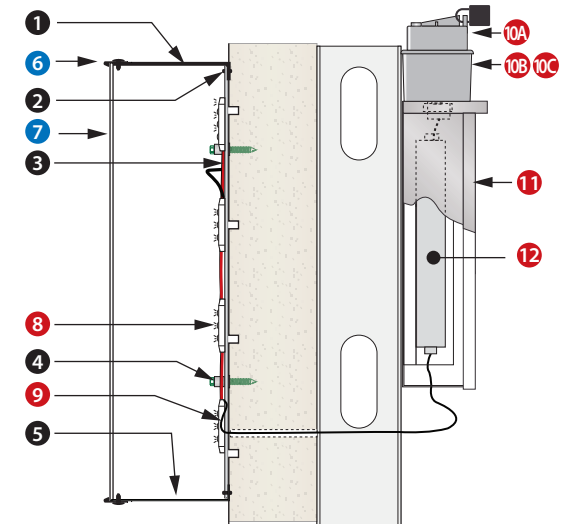
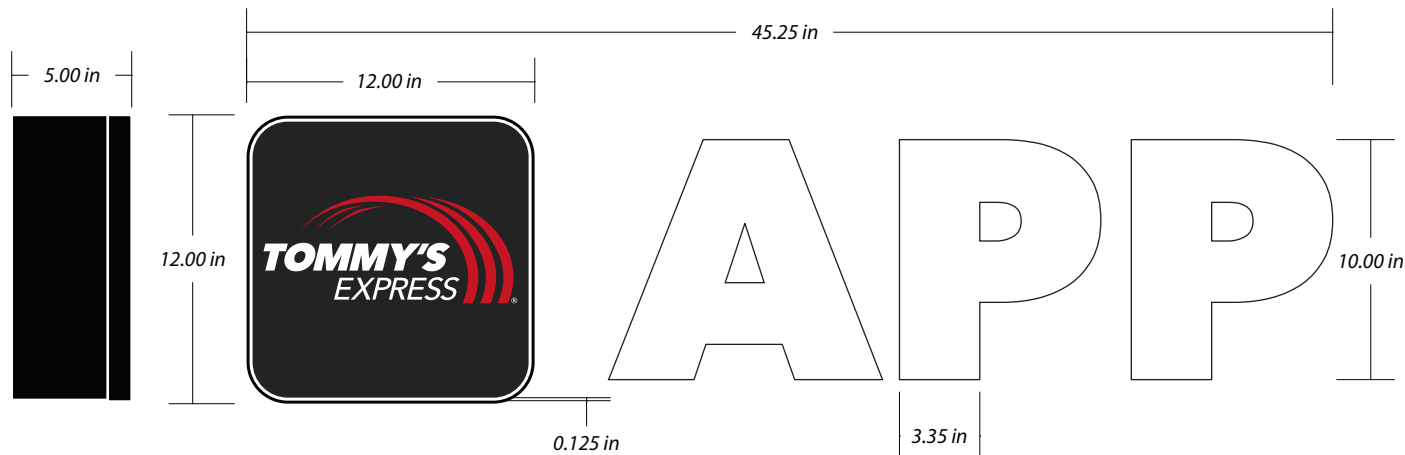




19 Modules: G2G WOW 7500K  
 19 Total Modules  
 13.7 Watts  
 1 Power Supply: 60W  
 2.334 sq ft  
 14.18 perim ft

SIGN CODE:	WL4-APP
SCALE:	1-1/2" = 1'
DATE:	6.18.20D
QUANTITY:	2

JEWELITE CHANNEL LETTERS	
ITEM	CABINET STRUCTURE
1	5" - .040" PREPAINTED BLACK SIDEWALLS
2	STAPLED CONSTRUCTION
3	3mm ACM PANEL
4	.25-20 INSERT W/FASTENER
5	WEEP HOLES
ITEM	FACE / RETAINER
6	1" BLACK JEWELITE / BLACK JEWELITE SCREW
7	.125" WHITE PLEX FACE (7328)
VINYL COLORS	
MATTE BLACK SCOTCHCAL (#7725-22)	
DARK RED SCOTCHCAL (#3630-73)	
ITEM	ELECTRICAL: 120V
8	G2G WHITE WOW LED (19)
9	SLEEVED LED CABLE
10A	LOCKING COVER (EL-COVER-PTC100GY)
10B	ELECTRICAL BOX (EL-BOX-IH3-ILM)
10C	120V/20A SWITCH (EL-SW-CS120-2)
11	POWER SUPPLY BOX
12	POWER SUPPLY: 1X 60W (.56 TOTAL AMPS) ELECTRICAL BOX W/LOCKING SWITCH REQ. BY ELECTRICIAN ON INTERIOR WALL
INSTALLATION	



GENERAL NOTES

1. SITE PLAN INCLUDED FOR REFERENCE ONLY. DO NOT SCALE DRAWINGS. REFER TO CIVIL DRAWINGS (UNDER SEPARATE COVER) FOR MORE INFORMATION.
2. FINISH FLOOR ELEVATION = 100'-0". REFER TO CIVIL DRAWINGS FOR DATUM ELEVATION EQUIVALENT FOR THIS SITE.
3. BEGINNING WORK INDICATES THAT THE CONTRACTOR HAS ACCEPTED AND VERIFIED EXISTING CONDITIONS.
4. REFER TO SHEET "DD" FOR CODE SUMMARY.

12' From street curb to leading edge of monument and directional signs

Front property line

Easement line

Proposed DIR-EN-P Directional sign

Proposed DIR-EX-P Directional sign

Proposed M-P3476 Monument sign

MANHOLE COVER FLUSH WITH ADJACENT PAVEMENT SURFACE, TYP.

DETACHED CANOPY ABOVE, FURNISHED AND INSTALLED BY TOMMY'S

PROPOSED CAR WASH

1 SITE PLAN

1" = 20'-0" NORTH

PROJECT LOCATION  
3827 WASHINGTON AVENUE  
SHEBOYGAN, WISCONSIN 53081

CONSULTANTS

3827 WASHINGTON AVENUE, SHEBOYGAN, WISCONSIN 53081  
INDIANAPOLIS, INDIANA 46242  
Phone: (317) 844-4777  
Email: cripesolutions@cripe.com  
www.cripe.com  
Solutions by Design Since 1937

TOMMY'S  
CAR WASH SYSTEMS  
QUICK: 1-800-338-1388  
FACILITY NUMBER: 1  
PROGRAM: 2025-04-15-823

SITE PLAN  
TOMMY CAR WASH SYSTEMS  
TOMMY EXPRESS #P3476  
3827 WASHINGTON AVENUE  
SHEBOYGAN, WISCONSIN 53081

DESIGNED BY  
FRANK E. HINDES  
SINCE 1937  
INDIANAPOLIS, IN  
REGISTERED ARCHITECT

DESIGN BY  
Author  
CHECKED BY  
Checker  
DATE: 01/25/2023  
APPROVED BY  
Approver  
DATE: As indicated

Sheet  
A100  
Date  
01/25/2023  
Project Number  
220196-10000