



ARCHITECTURAL REVIEW BOARD AGENDA

July 25, 2022 at 4:00 PM

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

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

MINUTES

- [4.](#) Approval of the Architectural Review Board minutes from June 13, 2022.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [5.](#) Construction of a Jiffy Lube on a newly created parcel directly south of Applebee's in the former Shopko parking lot (Parcel # 59281215106).

NEXT MEETING

6. August 8, 2022

ADJOURN

7. 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**ARCHITECTURAL REVIEW BOARD MINUTES****Monday, June 13, 2022**

OPENING OF MEETING**Members Present:** Joe Clarke, Richard Linde, Jerry Jones, Pam Langan, Dave Aldag, and Alderperson Zachary Rust**Members Excused:** Robert Heimerl

1. Roll Call

Chair Joe Clarke called the meeting to order.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Identify Potential Conflict of Interest

No committee member had a conflict of interest.

MINUTES

4. Approval of the Architectural Review Board minutes from May 23, 2022

Motion by Jerry Jones, second by Dave Aldag to approve. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Exterior remodel of Sheboygan Leadership Academy located at 1305 St. Clair Avenue.

Motion by Dave Aldag, second by Pam Langan to approve as presented. Motion carried.

NEXT MEETING

6. June 27, 2022

ADJOURN

6. Motion to Adjourn

Motion by Jerry Jones, second by Dave Aldag to adjourn. Motion carried.

Being no further business, the meeting was adjourned at 4:15 p.m.

CITY OF SHEBOYGAN

REQUEST FOR ARCHITECTURAL REVIEW BOARD CONSIDERATION

ITEM DESCRIPTION: Construction of a Jiffy Lube on a newly created parcel directly south of Applebee's in the former Shopko parking lot (Parcel # 59281215106).

REPORT PREPARED BY: Steve Sokolowski, Manager of Planning and Zoning

REPORT DATE: July 22, 2022

MEETING DATE: July 25, 2022

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:

Guggenheim Development Services, LLC, is proposing to construct and operate a new Jiffy Lube on a newly created parcel directly south of Applebee's in the former Shopko parking lot (Parcel # 59281215106). The applicant states the following about the project:

- The lot was recently created by Corta Development who is redeveloping the old Shopko facility into a Hobby Lobby and a Ross Dress for Less. The new parcel is approximately 2 acres and is presently part of the parking lot and also some of the landscape area to the south that leads to the Glacial Lakes Conservancy property down the hill to the south (proposed development site is 39% impervious and the remainder is a wooded slope).
- This will be a 3,045sf single-story automotive service center building which will provide preventive maintenance to automobiles including, oil change, battery, brakes, engine, filters, fluids, suspension, inspections, tires, etc.
- Location was selected due to S. Taylor Dr. being a heavily traveled commercial corridor through the City with excellent visibility and access.

The applicant states the following about the architecture:

- The proposed Jiffy Lube development will include a single-story building with a 3,045 gross square foot footprint, a detached waste enclosure and on-site parking.
- The architectural style of the building will fit in and compliment surrounding commercial developments.
- Exterior finishes will be made of a mixture of full brick, as well as EIFS.

- The roof will have parapet wall heights that screen any rooftop equipment.

STAFF COMMENTS:

The Board may want to have the applicant address:

- Any reason why the windows on the south elevation could not be centered more in the EIFS between the brick?
- Would the Jiffy Lube wall sign on the north elevation look better if centered above the windows and awning?
- Location of mechanicals.
- Dumpster enclosure design, color and materials.

ACTION REQUESTED:

Motion to approve with possible amendments as determined by the Board.

ATTACHMENTS:

Architectural Review Board Application and required attachments.

PARCEL NO.:

215106

SC

Office Use Only

DATE SUBMITTED: _____

REVIEW DATE: _____

7/25/22

CITY OF SHEBOYGAN ARCHITECTURAL REVIEW APPLICATION

Revised July 2021

FEE \$100.00

pd

Completed application must be filed with the Department of City Development, 828 Center Avenue, Suite 208. To be placed on the agenda of the Architectural Review Board, application **must be filed three weeks prior** to date of meeting. Applications that are not complete or that are not legible will not be accepted.

1. APPLICANT INFORMATION

APPLICANT: Guggenheim Development Services, LLC

3000 Internet Blvd, Suite 570

ADDRESS: Frisco, TX 75034E-MAIL ADDRESS: Kurt.Overmyer@guggenheimpartners.comPHONE: (214) 872-4092FAX NO.: ()

2. DESCRIPTION OF THE SUBJECT SITE/PROPOSED PROJECT

NAME OF PROPOSED/EXISTING BUSINESS: Proposed: Jiffy Lube
Existing: Vacant Parking Lot

ADDRESS OF PROPERTY AFFECTED: _____

NEW BUILDING: x

ADDITION: _____

REMODELING: _____

DESCRIPTION OF PROPOSED PROJECT: Jiffy Lube Automotive Service CenterDESCRIPTION OF **EXISTING** EXTERIOR DESIGN AND MATERIALS: _____

NA

DESCRIPTION OF THE **PROPOSED** EXTERIOR DESIGN AND MATERIALS: _____

See narrative

3. NAMES AND ADDRESSES

OWNER OF SITE: CORTA Sheboygan, LLC

ADDRESS: 12632 SW 92nd Ave., Miami, FL. 33157

EMAIL: tad@cortadev.com , cpresnick@cortadev.com

(305) 803-2727 Tad Templeton

PHONE: (404) 625-5119 Cory Presnick **FAX NO.:** ()

ARCHITECT: EXCEL ENGINEERING INC

100 CAMELOT DR,

ADDRESS: FOND DU LAC, WI 54935

JASON.DAYE@

EMAIL ADDRESS: EXCELENGINEER.COM

PHONE: (920) 926-9800

FAX NO.: ()

CONTRACTOR: TBD

ADDRESS: _____

EMAIL: _____

PHONE: ()

FAX NO.: ()

4. APPLICATION SUBMITTAL REQUIREMENTS

- A. A scale drawing of all exterior elevations showing the design and appearance of the proposed building or structure.
- B. Three 11 X 17 colored renderings of the proposed building elevations and material samples.
- C. A .pdf file of all drawings either by email or CD
- D. A scale drawing of the site plan showing the relationship of the building to the site and adjacent properties.
- E. A written description of the proposed general design, arrangement, texture, material and color of the building or structure. Describe the relationship of such factors to similar features of buildings located within the same block or located along the frontage or any block across the street from the proposed building or structure for which architectural approval is sought.

5. CERTIFICATE

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Kurt Overmyer

Digitally signed by Kurt Overmyer
DN: cn = Kurt Overmyer email = Kurt.Overmyer@sugentelpartners.com C
= AO
Date: 2022.06.30 09:04:23 -0500

APPLICANT'S SIGNATURE

06/30/2022

DATE

Kurt Overmyer, SVP of Development Services

PRINT ABOVE NAME

OFFICE USE ONLY

July 1, 2022

CUP & Architectural Review Project Description

PROJECT NAME AND EXISTING SITE ADDRESS:

Jiffy Lube
518 S. Taylor Dr. - Lot 1 of CSM recorded as Doc. 2131209
Sheboygan, WI 53081

PARCEL INFORMATION/ZONING CLASSIFICATION/SITE DATA

- Part of 59281215104
- SC-Suburban Commercial District
- Total overall area of current parcel is 2.09 acres

EXISTING SITE CONDITIONS/LAND USE:

- The property is a proposed lot to be created via CSM in the parking lot of the former Shopko store; the proposed lot is south of the existing Applebee's.
- The existing conditions of the proposed development site is 39% impervious and the remainder is a wooded slope.

PROPOSED USE:

- The new proposed development is a Jiffy Lube automotive service center.

SITE SELECTION:

- Location was selected due to S. Taylor Dr. being a heavily traveled commercial corridor through the City with excellent visibility and access.

EXPLANATION BUSINESS ACTIVITIES:

- Store hours are normally 8:00 a.m. to 7:00 p.m. Monday – Friday, 9 a.m. to 5 p.m. Saturday and Sunday from 10:00 a.m. to 4:00 p.m.
- Each store employs a total of one (1) manager, one to two (1-2) assistant managers, and six to eight (6-8) additional employees.
- There will be one (1) oil product delivery each week during regular business hours.
- All new bulk oil is contained in tanks that exceed EPA requirements, all waste oil is recycled and shipped by a carrier that has been registered with the EPA and has an EPA identification number.

DESCRIPTION OF SITE IMPROVEMENTS:

- A 3,045 square foot single-story building is proposed.
- Site disturbance will total 0.80 acres.
- Access to the development will be via access agreement.
- New utility lines will be brought into the site from existing utilities that serve the overall development.
- The project is a redevelopment site with no increase in exposed parking or roads and is therefore exempt from stormwater requirements. Stormwater from the site will be directed towards proposed inlets and will outfall at the existing ditch in the ROW.
- Landscaping will be provided in accordance with the City ordinance, in an approach which

ensures species resiliency and complimentary aesthetics.

- Site lighting will comply with the City ordinance in a fashion that provides appropriate light intensity for safety with cut-off fixtures for minimal light trespass.
- Waste enclosure to be located to the west of the building.
- All required building setback requirements are met.

PARKING REQUIREMENTS:

- Minimum Number of Off-Street Parking Spaces Required: Indoor Maintenance Service – One (1) space per 300 square feet of floor area; ten (10) spaces are required.
- Total Parking Provided: 13 spaces provided; including one (1) accessible space.

HOW WILL SITE BE SERVICED WITH STREETS AND UTILITIES:

- A two-inch (2") water service line is proposed to be extended to the Jiffy Lube site by the current owner of the overall development.
- A six-inch (6") sanitary sewer service line is proposed to be extended to the Jiffy Lube site by the current owner of the overall development.
- Driveway access is provided off S. Taylor Dr., consistent with the existing uses.

PROPOSED TRAFFIC IMPACTS TO ADJOINING STREETS IN THE NEIGHBORHOOD BASED ON THIS DEVELOPMENT:

- As a commercial corridor, S. Taylor Dr. is designed for a high volume of traffic. There are no adjoining streets to the development and no negative traffic impacts to the neighborhood are anticipated.

PROPOSED SIGNAGE:

- A ground mounted pylon sign is proposed to the east of the proposed building (south of the entrance drive in the northeast corner of the proposed parcel). Additionally, building signage will be included on the east, north, and west elevations as shown in the colored elevations.

DESCRIPTION OF THE PROPOSED ARCHITECTURAL STYLE:

- The proposed Jiffy Lube development will include a single-story building with a 3,045 gross square foot footprint, a detached waste enclosure, and on-site parking. Exterior finishes will be made of a mixture of full brick, as well as EIFS. The roof will have parapet wall heights that screen any rooftop equipment. A site line drawing is included for reference.

POTENTIAL NUISANCES TO ADJOINING PROPERTY OWNERS:

- As a commercial corridor, S. Taylor Dr. is designed for a high volume of traffic. The proposed development will have no negative impacts to the neighborhood.
- No outside storage is proposed.
- All waste will be stored in waste enclosure.
- Site lighting will meet City light intensity requirements and cut-off fixtures will be used for minimal light trespass.
- The architectural style of the building will fit in and compliment surrounding commercial developments.
- The property will be professionally managed.

ESTIMATED VALUE OF PROJECT:

- Approximately \$1.4M not including the land.

CONSTRUCTION TIMELINE:

- The proposed development timeline is a March/April 2023 start with an anticipated completion date of September 2023.

VARIANCE REQUESTS

- The following variances are being requested:
- Pavement Setback
 - 0' pavement setback is being requested for the proposed shared access drive. The shared access reduces the number of potential traffic conflicts on S. Taylor Dr. and is consistent with the approved Applebee's development immediately north of the proposed Jiffy Lube development.

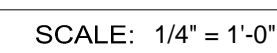
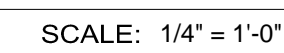
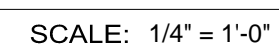
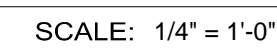
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MULTI-CARE SERVICES
SHEBOYGAN, WI
518 S. TAYLOR DRIVE

REVISIONS JUNE 24, 2015

EX4 COLORED ELEVATIONS

EXTERIOR LEVATIONS



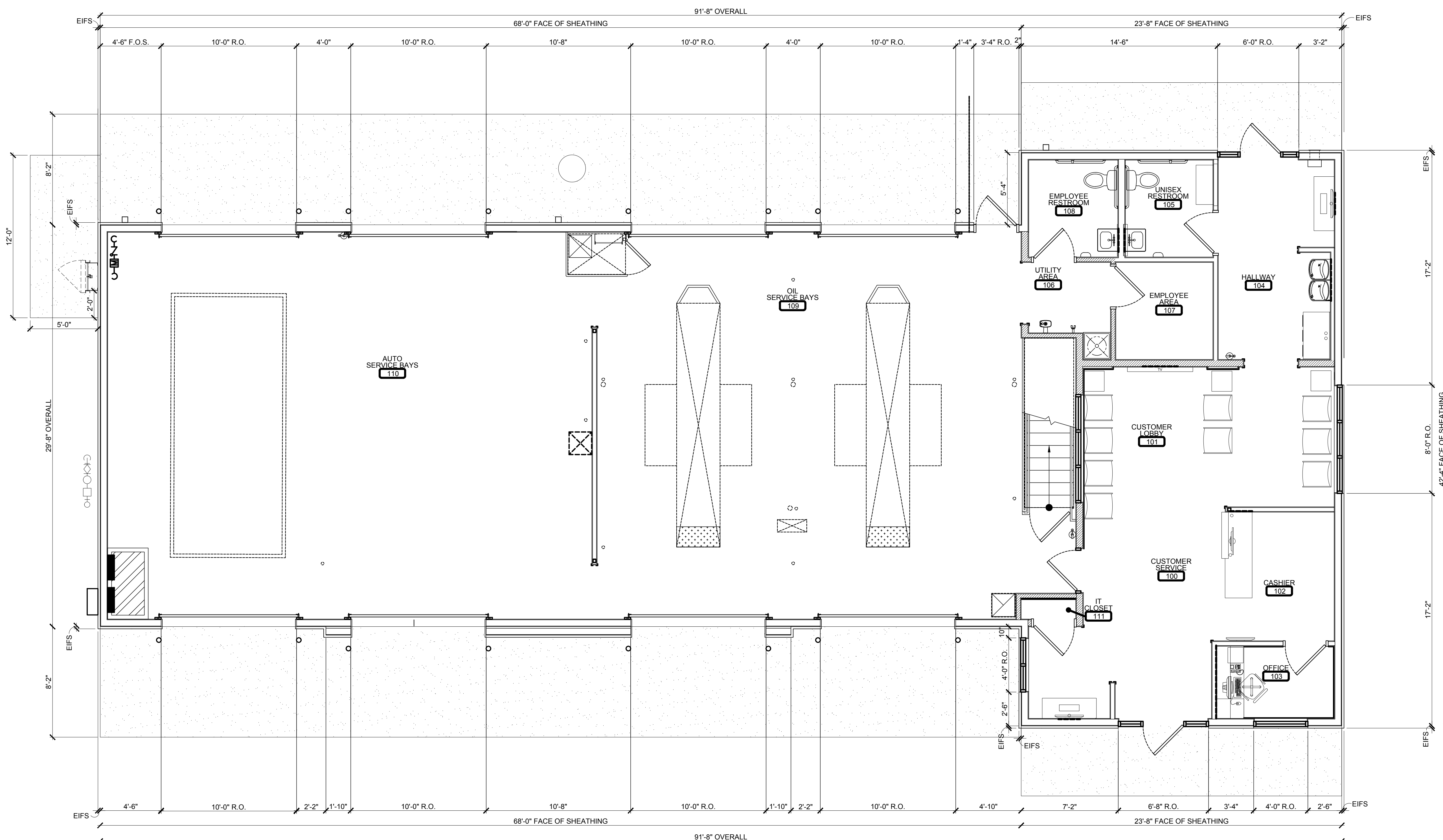
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XXXXX, XX
XXXXX

ISSUE DATE	XXX. X, XXXX
REVISIONS	

1X4 COLORED
ELEVATIONS

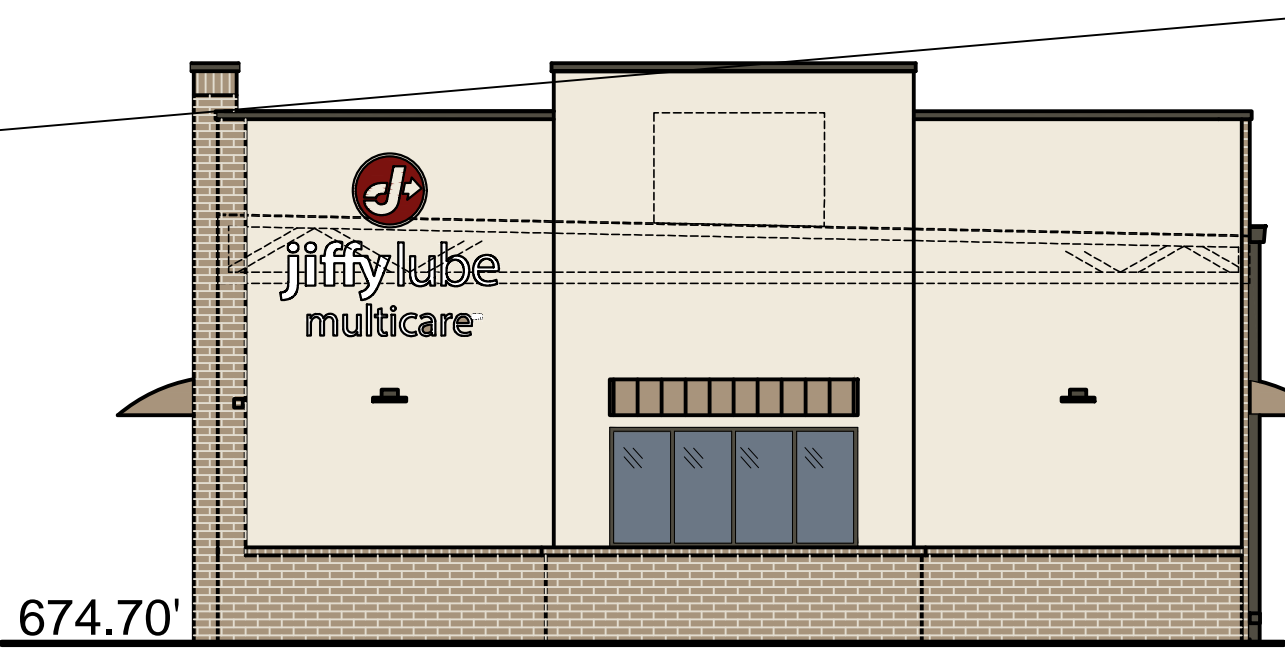
FLOOR PLAN -
UPPER BAY



SCALE: 1/4" = 1'-0"

PLAN NORTH
TRUE NORTH

5'-10"
675.00'
SOUTH TAYLOR DRIVE



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SHEET DATES	
PRELIMINARY	JUNE 29, 2022

PROFESSIONAL SEAL

LINE OF SIGHT

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REVISIONS

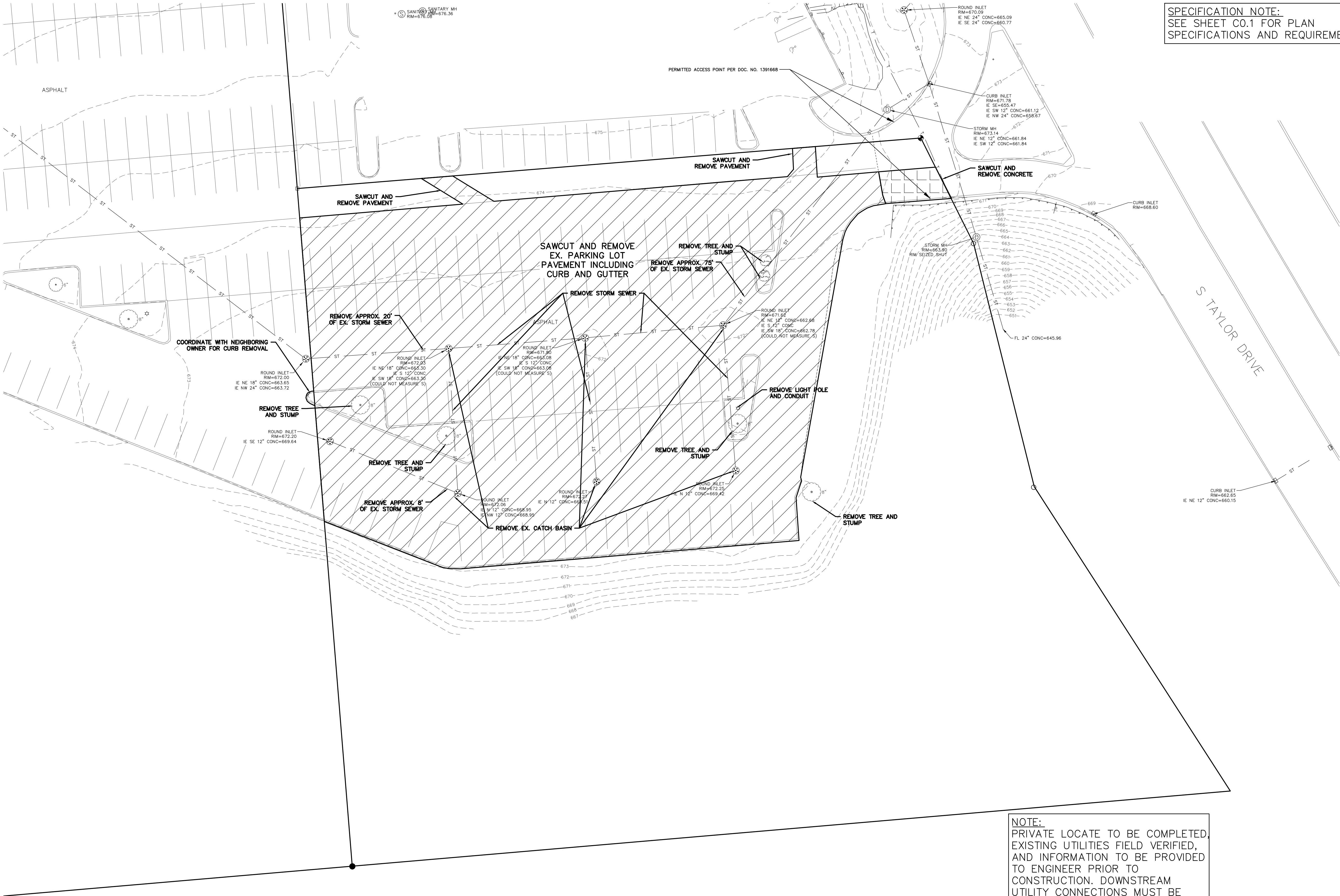
OWNER REVIEW	5-19-2022
City Submittal	7-5-2022

JASON DAVE, PE
PROFESSIONAL OF RECORD

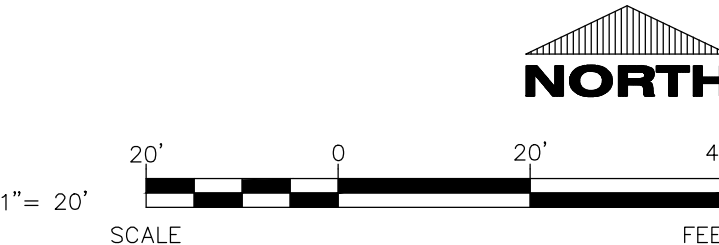
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Project Number 2230960
Owner Date
Permit Date
Bid Date

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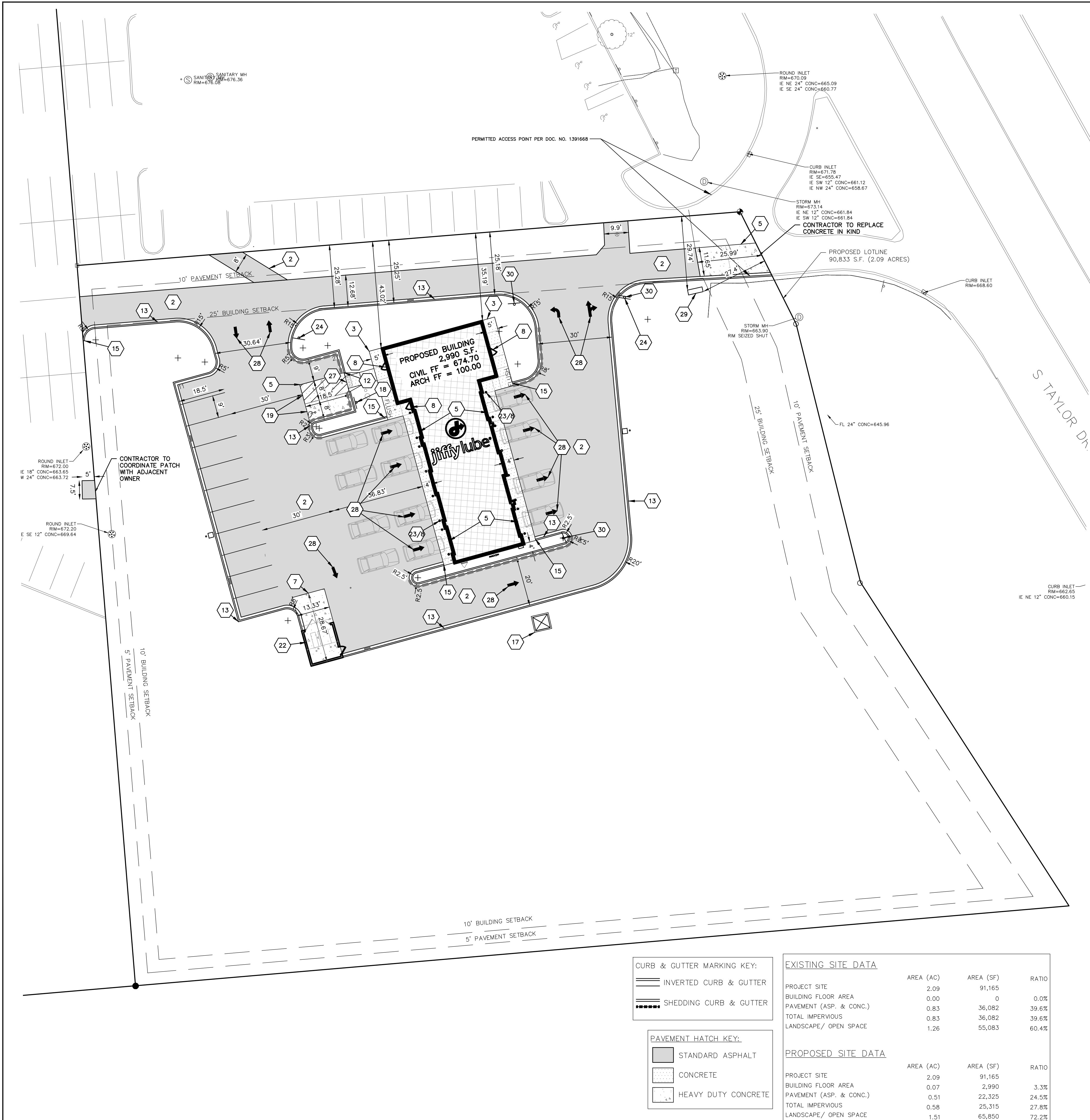
SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS



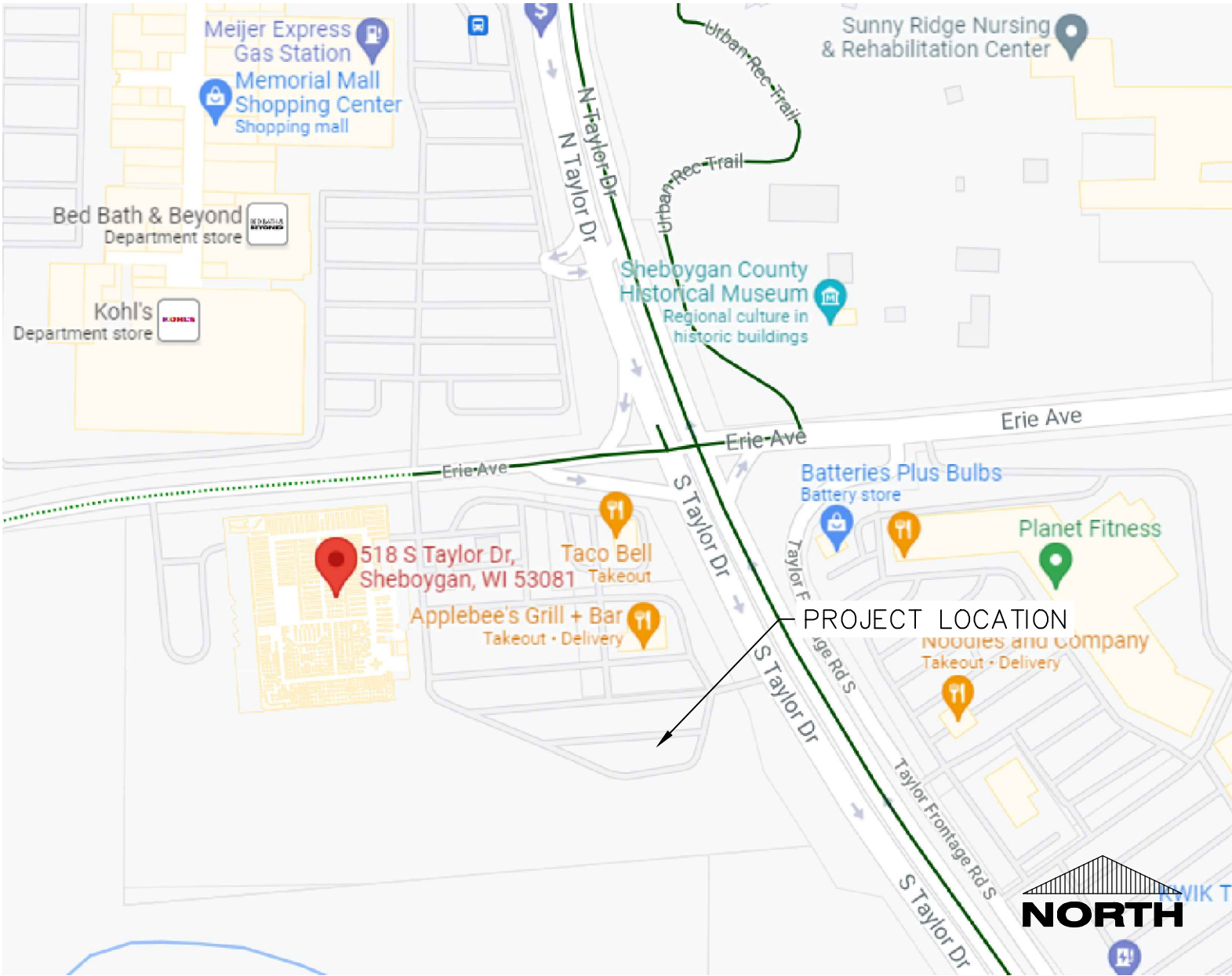
NOTE:
PRIVATE LOCATE TO BE COMPLETED,
EXISTING UTILITIES FIELD VERIFIED,
AND INFORMATION TO BE PROVIDED
TO ENGINEER PRIOR TO
CONSTRUCTION. DOWNSTREAM
UTILITY CONNECTIONS MUST BE
VERIFIED PRIOR TO CONSTRUCTION
AND PROVIDED TO ENGINEER.



EXISTING SITE AND DEMOLITION PLAN



SITE PLAN KEYNOTES	
2	STANDARD DUTY ASPHALT SECTION (TYP.)
3	CONCRETE SIDEWALK (TYP.)
5	HEAVY DUTY CONCRETE (TYP)
7	DUMPSTER PAD/APRON CONCRETE (TYP)
8	CONCRETE STOOP (TYP.) SEE ARCH. PLANS FOR DETAILS.
12	ADA CURB RAMP (SEE DETAIL)
13	18" CURB & GUTTER (TYP.)
15	CURB TAPER (TYP.)
17	CONCRETE TRANSFORMER PAD BY UTILITY SUPPLIER (CONTRACTOR TO VERIFY FINAL LOCATION & DESIGN PRIOR TO CONSTRUCTION)
18	HANDICAP SIGN (TYP.)
19	HANDICAP STALL & STRIPING PER STATE CODES.
22	DUMPSTER ENCLOSURE (SEE ARCH PLANS FOR DETAILS)
23	6" CONCRETE BOLLARDS (SEE DETAIL ON ARCH. PLAN)
24	STOP SIGN (TYP.)
27	DETECTABLE WARNING PLATE
28	TRAFFIC FLOW ARROWS. COLOR TO MATCH PARKING STALL STRIPING.
29	PYLON SIGN. FINAL DESIGN AND APPROVAL BY OTHERS
30	"DO NOT ENTER" SIGN

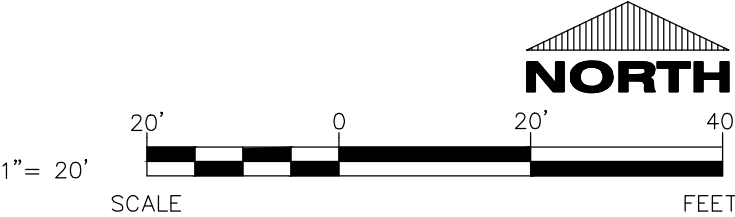


PROJECT LOCATION MAP

SITE INFORMATION:	
PROPERTY AREA:	AREA = 2.09 ACRES
EXISTING ZONING:	SC – SUBURBAN COMMERCIAL
PROPOSED ZONING:	SC – SUBURBAN COMMERCIAL
PROPOSED USE:	JIFFY LUBE AUTOMOTIVE SERVICE CENTER
AREA OF SITE DISTURBANCE:	37,000 SF

SETBACKS:	BUILDING:	FRONT = 25'
		SIDE = 10'
		REAR = 10'
	PAVEMENT:	10' LANDSCAPE BUFFER

PARKING REQUIRED:	1 SPACE PER 300 SQ FT FLOOR AREA (10 REQ.)
PARKING PROVIDED:	13 SPACES PROVIDED (1 HC ACCESSIBLE)
HANDICAP STALLS REQUIRED:	1 REQUIRED, 1 PROVIDED



CIVIL SITE PLAN

Item 5.

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518 S TAYLOR DRIVE

REVISIONS	
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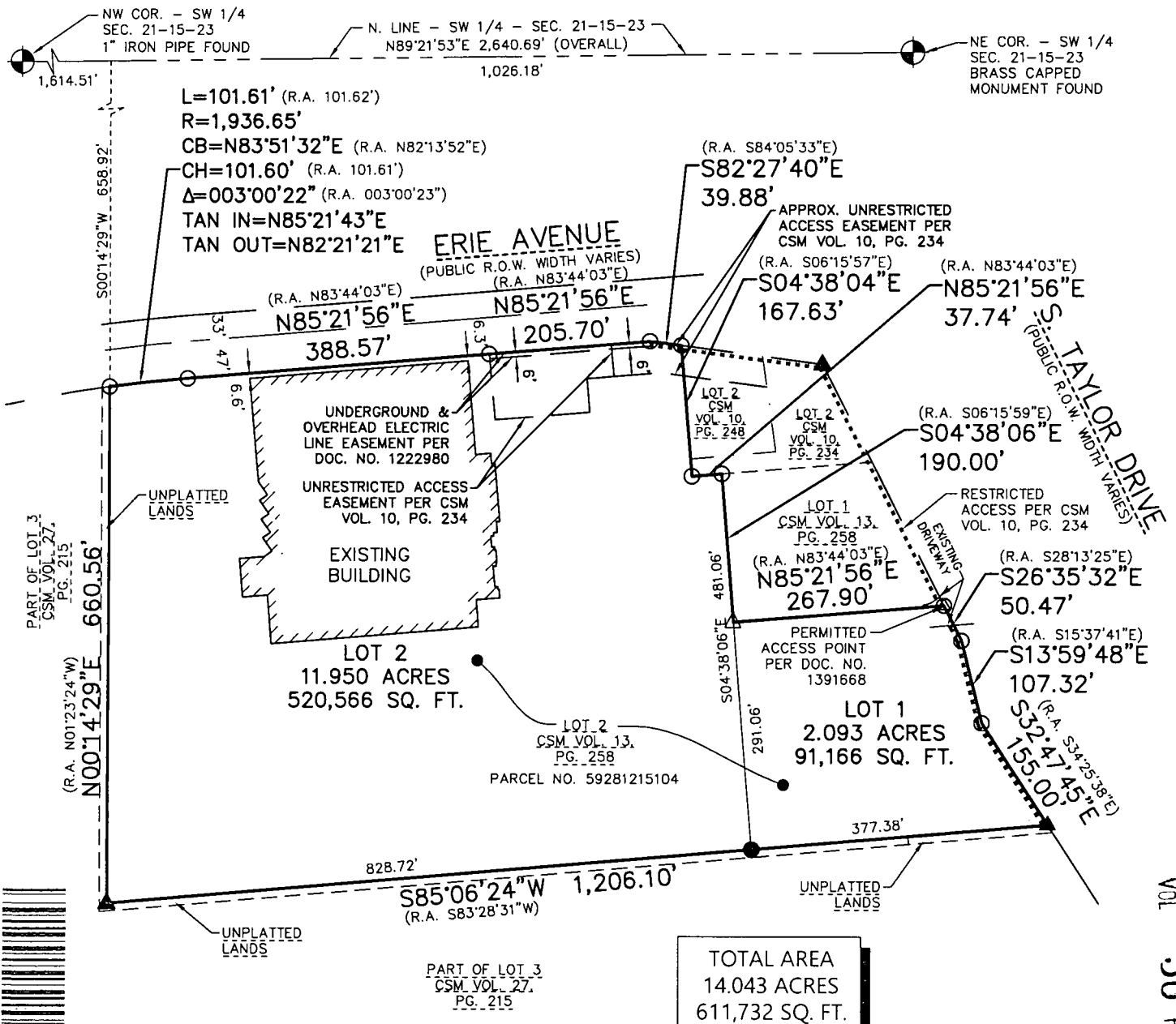
Drawn /Checked By:	BMM
Project Number	2230960
Owner Date	
Permit Date	
Bid Date	

C1.1

CERTIFIED SURVEY MAPFOR
NS RETAIL HOLDINGS, LLC

LOT 2, CSM VOL. 13, PG. 258, BEING PART OF THE
NORTHEAST 1/4 AND SOUTHEAST OF THE SOUTHWEST 1/4
AND PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4,
SECTION 21, TOWNSHIP 15 NORTH, RANGE 23 EAST,
CITY OF SHEBOYGAN, SHEBOYGAN COUNTY, WISCONSIN.

2131209
SHEBOYGAN COUNTY, WI
RECORDED ON
02/09/2022 02:55 PM
ELLEN R. SCHLEICHER
REGISTER OF DEEDS
RECORDING FEE: 30.00
TRANSFER FEE:
EXEMPTION #
Cashier ID: 3
PAGES: 3

VOL
30 PAGE 285

OWNER:
NS RETAIL HOLDINGS, LLC
5910 N CENTRAL EXPRESSWAY, STE 1600
DALLAS, TX 75206

SHEET 1 OF 3 SHEETS

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