

### **CITY PLAN COMMISSION AGENDA**

May 28, 2024 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 Plan Commission minutes from May 14, 2024.

#### ITEMS FOR DISCUSSION AND POSSIBLE ACTION

5. Application for Site Plan Review by Ted Cone to construct a walk-in freezer addition at the KwikTrip convenience store at 2033 North Ave. UC Urban Commercial Zone.

#### **NEXT MEETING**

6. June 11, 2024

#### **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**

#### **CITY PLAN COMMISSION MINUTES**

#### Tuesday, May 14, 2024

MEMBERS PRESENT: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly

Meller and Public Works Consultant Aaron Groh

**EXCUSED:** Mayor Ryan Sorenson

STAFF/OFFICIALS PRESENT: Planning and Zoning Administrator Elke Daugherty, Associate Planner Ellise Rose and

**Building Inspection Specialist Linnae Wierus** 

#### **OPENING OF MEETING**

1. Roll Call

Vice Chair Jerry Jones called the meeting to order at 4pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Identify potential conflict of interest

No committee member had a conflict.

4. Election of Vice Chair

MOTION TO ELECT JERRY JONES AS VICE CHAIR

Motion made by Marilyn Montemayor, seconded by Branden Schmidt

Voting yea: Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and

Public Works Consultant Aaron Groh

Jerry Jones - abstained

#### **MINUTES**

5. Approval of the Plan Commission minutes from April 23, 2024.

MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON APRIL 23, 2024.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly

Meller and Public Works Consultant Aaron Groh

#### **SITE PLAN REVIEW**

6. 625 S. Taylor Drive: Review of site plan for Kwik Trip freezer addition

MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

- 1. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
- 2. 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,

Item 4.

water, sewer, storm drainage, health, hazardous materials, State of Wisconsin, Federal, etc. (Appliq shall be in contact with building inspection, fire, police, etc.).

- 3. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
- 4. Applicant shall adequately address all Fire Department concerns related to this development.
- 5. If there are any amendments to the approved site plan (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new application, architectural review, etc. reflecting those amendments.

#### **PUBLIC HEARING AND ACTION ITEMS**

7. 1702 S. 17th Street: Consideration of a Conditional Use in the Neighborhood Commercial NC district to allow the creation of an outdoor seating area at an existing pub.

#### MOTION TO CLOSE THE PULBIC HEARING

Motion made by Alderperson John Belanger, seconded by Marilyn Montemayor Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

#### MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

- 1. Applicant shall apply for Plan Commission approval for final mural design.
- 2. The applicant shall apply for all necessary permits for the proposed commercial kitchen in the coffee shop/café.
- 3. Per Section 105-929(f)(1) parking shall be clearly marked in a manner which indicates required parking stalls.
- 4. The applicant shall block vehicle access to 13<sup>th</sup> Street. Per 105-927(c)(2)(7) nonresidential uses shall not have access points onto a residential street unless such street has the only available frontage.
- 5. The applicant shall apply for a sign permit and all new signage shall be installed per Section 105-IX Signs of the City of Sheboygan Zoning Ordinance.
- 6. 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.
- 7. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
- 8. Applicant shall call Janet Duellman to verify landscaping at 920/459-3380.
- 9. The use of all off-street parking areas shall be limited to the parking of operable vehicles not for lease, rent, or sale.
- 10. Site circulation shall be designed to provide for the safe and efficient movement of all traffic entering, exiting, and on the site per Sec 105-929(d).
- 11. In no instance or manner shall any off-street parking or traffic circulation area be used as a storage area, except as provided for by section 105-931(c)
- 12. All new lighting shall be installed per Section 105-932 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.
- 13. 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.

Item 4.

- 14. Any work within City of Sheboygan Public rights-of-way, stormwater easements, etc. shall 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.).
- 15. 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.).
- 16. Applicant shall adequately address all Fire Department concerns related to this development.
- 17. 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.
- 8. 2201 N. 15th Street: Consideration of a Conditional Use in the UC Urban Commercial district to allow the operation of a food truck in the parking lot of an existing bar. Requesting exceptions for operating hours and temporary use.

#### MOTION TO CLOSE THE PULBIC HEARING

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

#### MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Alderperson John Belanger

- 1. The truck shall be located to the east of fire escape landing, but no farther than end of the building.
- 2. The applicant shall erect a temporary fence no higher than 30 inches along the property line to the west of the truck to create a designated waiting area to create a separation from sidewalk traffic.
- 3. The applicant shall post one sign on the truck to instruct customers to wait to the west of the truck and not on the sidewalk.
- 4. Seating shall be limited to the area to the west of the truck to the existing stairs.
- 5. The use shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances.
- 6. 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.
- 7. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
- 8. Outdoor storage of materials, products or equipment shall be prohibited (except as authorized/approved by the Plan Commission).
- 9. All new lighting shall be installed per Section 105-932 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.
- 10. 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.
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Item 4.

- openings, driveways over storm water easements, curb, gutter, sidewalk, pavement, utilit retaining walls, street trees, etc.).
- 12. 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.).
- 13. Applicant shall adequately address all Fire Department concerns related to this development.
- 14. 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.
- 9. 1619 Calumet Drive: Consideration of a Conditional Use in the UC Urban Commercial district to allow use of building for indoor entertainment.

#### MOTION TO CLOSE THE PULBIC HEARING

Motion made by Marilyn Montemayor, seconded by Kimberly Meller Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

#### MOTION TO APPROVE WITH THE FOLLOWING CONDITIONS.

Motion made by Marilyn Montemayor, seconded by Kimberly Meller

- 1. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
- 2. Applicant shall adequately address all Sheboygan Water Utility concerns related to this development.
- 3. Applicant shall adequately address all Fire Department concerns related to this development.
- 4. 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.

#### **NEXT MEETING**

10. May 28, 2024

The next scheduled meeting is scheduled to be held on May 28, 2024.

#### **ADJOURN**

11. Motion to Adjourn

#### **MOTION TO ADJOURN AT 4:17 PM**

Motion made by Alderperson John Belanger, seconded by Kimberly Meller

Voting Yea: Jerry Jones, Alderperson John Belanger, Marilyn Montemayor, Braden Schmidt, Kimberly Meller and Public Works Consultant Aaron Groh

#### **CITY OF SHEBOYGAN**

#### REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

**ITEM DESCRIPTION:** Application for Site Plan Review by Ted Cone to construct a walk-in freezer addition at the KwikTrip convenience store at 2033 North Ave. UC Urban Commercial Zone.

REPORT PREPARED BY: Elke Daugherty, Planning and Zoning Administrator

**REPORT DATE:** May 16, 2024 **MEETING DATE:** May 28, 2024

#### **APPLICANT PROPOSAL:**

Ted Cone, authorized representative of the Kwik Trip store located at 2033 North Avenue is proposing to construct a 233 square foot walk-in freezer addition to the existing store. The applicant states the following:

- The proposed addition is 233 sq. ft. walk in freezer addition located on the southwest side of the existing convenience store.
- The freezer will store products to be prepared by the kitchen.
- There are no other improvements proposed to the building.
- The addition will be flat roof design and match the existing exterior in texture and materials.
- No parking is affected.
- No impact to neighboring properties is expected.

#### **STAFF ANALYSIS:**

The existing use is permitted under the Urban Commercial District as indoor sales. The site plan review shows that no exceptions are required for the project.

#### **ACTION REQUESTED:**

Staff recommends approval of the site plan subject to the following conditions:

- 1. Applicant shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
- 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.).

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Item 5.

- 3. Applicant shall adequately address all Sheboygan Water Utility concerns related to development.
- 4. Applicant shall adequately address all Fire Department concerns related to this development.
- 5. If there are any amendments to the approved site plan (including but not limited to site plan, architectural design, use, etc.), the applicant will be required to submit a new application, architectural review, etc. reflecting those amendments.

### **ATTACHMENTS:**

Site plan review application and attachments





#### **CITY OF SHEBOYGAN**

# SPECIAL USE AND SITE PLAN REVIEW APPLICATION

Fee: \$100	
Review Date:	
Zoning:	

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

SECTION 1: Applicant/ Permittee Information							
Name (Ind., Org. or Entity)	Authorized Representative		Title				
KWIK Tolo Fre,	Ted Cone		Project mar.				
Mailing Address	City		State	ZIP Code			
1626 Oak St.	La Crosse		WI	54602			
Email Address	tir— s	Phone Number (inc	cl. area code)	dif			
+ core PKWiktoip, coi	n	608-793-	-5976				
SECTION 2: Landowner Information (c	omplete these fields	when project site o	wner is different th	an applicant)			
Name (Ind., Org. or Entity)	Contact Person		Title				
		1					
Mailing Address	City	AME	State	ZIP Code			
Email Address	9). ————————————————————————————————————	Phone Number (inc	cl. area code)				
SECTION 3: Architect Information							
Name	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	7	. 10				
River Valley Archi	decos	Jame	y Bowe				
Mailing Address	City		State	Zip			
3300 Blick St.	Eau Clai	¥:	WI	54703			
Email Address		Phone Number (inc					
Jamey Griver alley	rchitocts, com	715-832	- 0875				
SECTION 4: Contractor Information							
Name Kwik Trip Pre	CT	ed Core)					
Mailing Address	City		State	Zip			
1626 Oak St.	ha CroSI		MI	54602			
Email Address		Phone Number (inc					
+ care CRUITANDILON		606-70	73-5976				
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 Site Plan Review 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 Representa	ative (please print)	Title Project m	Phone N				
Signature of Applicant		<b>y</b>	Date Signed				
an ter	£		5/15/2	24			

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 \$100 (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

SECTION 6: Description of the Subject Site/Proposed Project
Parcel No. 59281602421 Zoning Classification (/ C Mrhon Cymrucia)
Name of Proposed/Existing Business: Kwik Typ Tyc
Address of Property Affected: 20 33 North Are
New Building: Addition: Remodeling:
SECTION 7: Brief Description of Type of Structure
Attach 233 Sylfd walk-in freem addition to existing Store
Frostwall/Lorder Soundation, steel/medal panels with brick exterior to match existing and nubber membrane roof.
SECTION 8: Description of EXISTING Operation or Use
Convenience Store
SECTION 9: Description of the PROPOSED Operation or Use
Adding Storage capacity for the Kitchen



### **Store Engineering**

1813 Kramer Street La Crosse, WI 54603

www.kwiktrip.com

City of Sheboygan

May 15, 2024

#### Site plan review submittal

Subject property (2033 North Ave.) is an existing convenience store (KwikTrip, Inc.)

Propose change is adding a 230 sq/ft walk in freezer addition

Products stored in the new freezer will be various food product to be prepared by the kitchen

No change to employee numbers, no available estimate of more daily customers

Floor area of the new walk in freezer is 230 sq/ft.

No changes to site conditions except added sq/ft. Existing sq/ft of store is 2905

Addition will be flat roof design, parallel to back sidewall of existing store with texture and materials to match existing store appearance and construction

Interior existing walk in freezer/cooler will be removed and that space will be finished to allow for additional kitchen sq/ft. Tile floor, glassboard walls and dropped ceiling finishes.

No parking will be affected

No signage with this addition

Projected project start date of 7/15/24 Estimated cost of project is \$190,000

Identical design and use as existing

No impact to adjacent properties is anticipated.

Required plans are included in this submittal.

Sincerely,

24-010 03.05.2024

JOB NO: DATE:

KWIK TRIP #897 FREEZER / COOLER ADDITION. 2033 north ave. Shedoycan. M 53063

TRIP STORES KWIK STAR STORES

AS001

CAR PARKING 22 H C : 2

EURST NO GAS DAUGTY & FLMES

ARCH. SITE PLAN

1° = 30-0°

NORTH AVE.

## ALTA / ACSM LAND TITLE SURVEY

SURVEYOR'S CERTIFICATE ALTA SURVEY

This is to set by that the map or plot and the survey or which I as based were made in appropriate with the "Ministra Blanderd Detail Regulationers to ALTA Act Mark The Surveys," printy extensional and adcorate.

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Property Address: 2021 Norm Associa

List Z. Getffeld Survey Max, recorded in Visure 24, Page 36, Centified Survey Maps, Strategian Courty Register of Ownits Office as Document No. 188533, berry all of List 3 and a part of List 6. Assessment Substitutes
No. 23, recorded in Visitine 6, Pages 8 and 15, Pass, and Register of Ownits Office, as Document no. 4 MoDiff will a part of North 21st Street, washed by Resourch and Document No. 1885346, and further being a part of the North 21st of the Northern Modified 22.5. Co. (by of Recording, Northern and Street, or principles of Northern as Document No. 1885346.

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48 May S. Burgare, R.J. S. No. S. 2001 Extal Eighworing, Inc. Forci 52 Lac, Wisconsin 54935 Project Number: 814400

CLERENT ZINNS



noed North Yes of Section 15, T. 16 N.-R. 23 E., having a recorded bearing of

Only the improvements that were visible from above ground at time of survey and through a normal search and well through of the site are shown on the face of this plat. Level spinking systems, if any, are not always on the survey.

Suffers including of sitting along with the underground utilities because by Diggort Institute on the interruption grant there are shown. Office diseased using a region of the relative that we will be a serior of a region of the company. Public saying private seconds from an other provided to sufficient information. Description of the opening of their point of the other shown the opening of additional information. Description of the other provided in the provided of the other shown, here we descript the other provided in the other provided in the other shown of spectra spectra shown and Digger's newly as a recommendate of the other provided in the other of the other other

The locations of the property lines shown on the back of this pilet are besseld on the describtion and information familiated by the others, logistics with the still commitment. The parcel must be defined may no reliad discuss learnership, but defined what whe surveyed. For commanding, contact yout title concepts

Compare this plot, logal description and all survey manuscens seriors building, and remediately report a financian to the surveyor.

Based upon a merey of the Federal Emergency Management Agency Fiscal Insurance Rule partnership pares 55117 C 3238 F with an effect or date of April 2. 2038, this property described falls within Zone "X", mean distanciend to be outside the 0.2% annual chemical Goodplain.

The property described hereon contains 2,100 sores (81,553 eg ft.), more or less.

Unight-Barry Title, inc., Title Commitment No. 9178340, with an effective date of October 2, 2009, and a reveal date of October 15, 2009 has been reviewed in conjunction with the presembon of this curvey.

#1. This have one and resistant in conference of this service.

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85 This item was not reviewed in conjunction of this survey.

At There are no valide intercontraints and have been develoded by this survey to be shown on the survey. Any specific incurrations, violation, we storm or element occumulates affecting the paramit of last example meet as the identified by the TIGE Commontaint. Any term not identified by the current Tibe Commitmed are not increased to application of this survey.

Kright-Barry Tille, Inc., Tille Commitment No. S178340, with an effective data of October 2, 2008, and a revisad data of October 15, 2009 has been revised in origination with the preparation of this survey. Notice related to the review of this tide commitment, Schedule B-II Exceptions dre as follows: (COMTRACED)

39 This item was not reviewed in conjunction of this survey.

#11. This Rem was not reviewed in conjunction of this survey.

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push Agreement. This document and describes a permail location on the subject parent.

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R21 This lam is a garway bits now which does not describe any squadic exercises or delire of essential for troop utility in ping within the former right-of-way of North 21st Street, now vacanted by Resolution recorded to Discovered now 186326.3

Subject percel contains 30 requier perong stells and 0 handing 30 perting stells.

12. Fieldwark was completed on November 2, 2009

Senitory Sever inverts have been shown on the face of this survey to comply with Item #19 of the additional requirements provided by Keek Trip, Inc.

Storm Seven inversa have been shown on the face of this survey to comply with from #20 of the additional requirements provided by Rank Trip, Inc.

Adjacent littudiums within 25 feet of the property lines of the subject property here owen storen of lines of this survey to corrupt with item #21 of the scidional requirements provided by Neet, Trp, I

Street Widths have been proven on the face of the survey to comply with from IGZ of the additions requirements provided by Kerk Trib, Inc.

#7 Only those emigrainity or deline of elements as disclosed by the current Tide Constitution reviewed in preparing this survey. #22. This from over not reviewed as conjunction of this survey \$23. This tiers was not reviewed to consortion of this servi-86 Only those claims of adverse passession or prescriptive severent as dis-Commitment have been reviewed in preparing this survey. TAME, - STALM ...... NORTH AVENUE FIFEREN A time transmitted CAN BURE OF THE 107.1 WATER VALVE IN PO-Evided Store Steel we will be a grating narries state out toward. EXISTING BUILDING MATER DEPOSE WAVE WATER WASHING GOVERNMENT Entire matth und and author triffered keterni ANTTHE CHEMICAL LITTLE AND EXCERCISED SAFE- GAS ENTENDINE CARE MART DISTRIBUTED OF STREET, DABBOX DITTHE INCOMMING WE'M Extint transparators STUTY FILE WITH OUT WITH protection are the protection SWILL FOR 805-2-07-WA LPG TELEPHONE PERCYTY REVENUENTY LOC Extred cited Fig. THING SO rucce unvit

**EXCEL** 

Alvenye a Bester Plan

ROJECT:

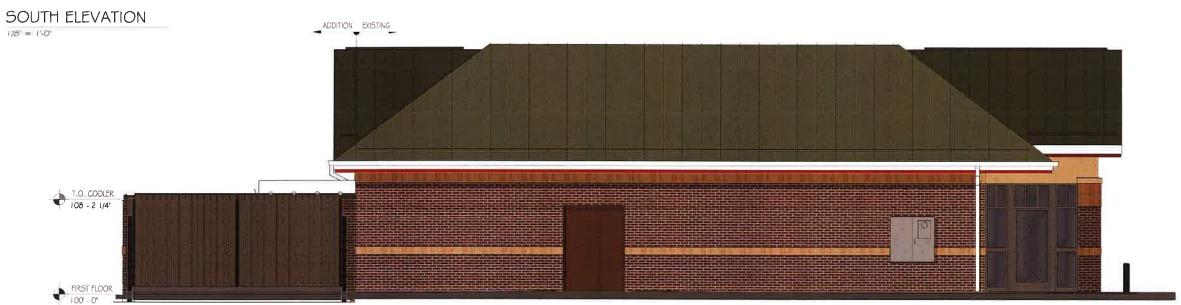
SHEET ISSUE:

REVISIONS:

11/10/2009 JOB NUMBER: 914400 SHEET

**ALTA** 





EAST ELEVATION

WEST ELEVATION



KWIK TRIP

KWIK
STAR

KWIK TRIP, Inc. P.O. BOX 2107 1626 OAK STREET LA CROSSE, WI 54602-2107 PH. (608) 781-8988 FAX (608) 781-8980

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EXTERIOR ELEVATIONS

CONVENIENCE STORE #897

2033 NORTH AVE
SHEBOYGAN WI

# DATE	DESCRIPTION
DRAWN BY	KWK
SCALE	1" = XX'-0"
PROJ. NO.	0001
DATE	2024 04-01
SHEET	897