

CITY OF SHEBOYGAN

REQUEST FOR CITY PLAN COMMISSION CONSIDERATION

ITEM DESCRIPTION: Application for Conditional Use Permit with exceptions by Sheboygan BP to construct a new bathroom addition to the Sheboygan BP located at 1030 S. 14th Street. UC Zone

REPORT PREPARED BY: Janet M Duellman, Community Development Planner

REPORT DATE: July 25, 2023

MEETING DATE: August 15, 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:

Aspire Architectural & Design LLC, on behalf of Sheboygan BP, is proposing to construct a bathroom addition to the existing Sheboygan BP and service station located at 1030 S. 14th Street. The applicant states the following about the project:

- We will be demolishing existing bathrooms and adding two accessible bathrooms. There will be outside entrance to the bathroom as well.
- There are no changes to business hours, business use, size or capacity. We are only creating better toilet rooms for the space. We are adding an 18' x 8' addition to the south side of the building.
- Existing gas station and restaurant to remain as is.
- Currently it is owner occupied with the owner owning both restaurant and gas station.
- Lighting to remain as is with the exception of accent lighting on the addition.
- Dumpsters will remain to the north as currently located.
- There are currently 17 stalls and we will have 17 stalls when finished.

Specific site improvements include:

- The site will remain as is.
- A bathroom addition of 144 sf will be added to the south side of building.
- Approximately 50 sf of grass will be removed and approximately 30 sf planting area will be added.

- Landscaping, lighting and storm water will be provided in accordance with the City ordinance.

STAFF COMMENTS:

The Plan Commission should have the applicant address the following:

- The height of the new bathroom addition. Maximum height is 50'.
- What is the second story of the new addition going to be used for?

The applicant is requesting the following variances:

- Requesting a variance from the locational landscaping requirements - Applicant shall meet the four (4) locational landscaping requirements.

ACTION REQUESTED:

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

1. Prior to building permit issuance, the applicant shall obtain all licenses and permits as well as meet all required codes including but not limited to building, plumbing, electrical, HVAC, fire, water, sewer, storm drainage, health, alcohol, DNR, etc. An occupancy permit will be granted only at such time as the applicant has met all requirements.
2. Building permits will be issued only at such time as plans for the addition have been reviewed and approved.
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. The uses shall meet all zoning requirements including but not limited to noise, vibration, hazardous materials, etc.
5. Submittal and approval of a storm drainage plan prior to building permit issuance.
6. Submittal and approval of a landscape plan prior to building permit issuance. Landscape plan shall include a legend that shows how the four (4) landscape criteria are being met. Landscaping shall be installed prior to issuance of an occupancy permit.
7. Dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
8. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, generators, venting, etc.). This includes the new equipment as well as the existing equipment on the south end of the building on the roof of the existing convenience store (facing both south and west). Kitchen hood shall be concealed (kitchen hood shall not be visible).
9. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.). There shall be no spillover light onto adjacent properties or the streets.
10. Applicant shall not be able to have string lights, pennants, inflatables, or other various types of temporary signage.
11. All areas used for parking or maneuvering of vehicles shall be paved. Applicant shall meet the minimum five (5) foot paving setback to all property lines.
12. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.

13. Absolutely no portion of the building and/or site improvements shall cross the property line (buildings, parking, retaining walls, signs, landscaping, etc.).
14. 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.
15. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, etc.).
16. Applicant will provide adequate public access along the streets and the alley and will take all appropriate actions to minimize the time period that these sidewalks/streets will be closed/affected.
17. Applicant shall immediately clean any and all sediments, materials, tracking, etc. that may be spilled off-site on private or public lands and streets.
18. Streets and infrastructure damaged and/or disturbed during construction of all private and/or public improvements shall be promptly repaired by the applicant.
19. Applicant is responsible for working with all private and public utilities in order to adequately service this development (applicant will need to provide the necessary easements and/or relocate utilities as necessary).
20. Prior to building permit issuance, the City of Sheboygan Architectural Review Board shall review/approve the proposed building addition.
21. If there are any amendments to the approved conditional use permit (including but not limited to site plan, architectural design, use, canopy, etc.), the applicant will be required to submit a new conditional use and/or architectural review application reflecting those amendments.

ATTACHMENTS:

Conditional Use and required attachments

**CITY OF SHEBOYGAN****APPLICATION FOR
CONDITIONAL USE**

Fee: \$250.00

Review Date: _____

Zoning: _____

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

SECTION 1: Applicant/ Permittee Information

Applicant Name (Ind., Org. or Entity) Sheboygan BP		Authorized Representative Laxman Gurung		Title	
Mailing Address 1030 S. 14th St		City Sheboygan		State WI	ZIP Code 53081
Email Address gurungjavac@gmail.com			Phone Number (incl. area code) 920-515-2294		

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

Applicant Name (Ind., Org. or Entity) Same as above		Contact Person		Title	
Mailing Address		City		State	ZIP Code
Email Address			Phone Number (incl. area code)		

SECTION 3: Project or Site Location

Project Address/Description 1030 S. 14th St	Parcel No.
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SECTION 4: Proposed Conditional Use

Name of Proposed/Existing Business:	Sheboygan BP
Existing Zoning:	
Present Use of Parcel:	Gas station, Convenient Store, Restaurant
Proposed Use of Parcel:	same
Present Use of Adjacent Properties:	Various Commercial uses

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 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.

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) Gloria Martinez Aspin Architects	Title Architect	Phone Number
Signature of Applicant 		Date Signed 7/17/23

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.

July 14, 2023

Sheboygan Plan Commission
City of Sheboygan

Subject: Sheboygan BP 1030 S. 14th St

We are requesting a conditional use and architectural use approval for a bathroom addition to the existing sheboygan BP on the corner of 14 and Indiana Ave. We demolishing existing bathrooms and adding two accessible bathrooms. There will be an outside entrance to the bathroom as well.

There are no changes to business hours, business use, size or capacity. We are only creating better toilet rooms for the space. We are adding an 18' x 8' addition to the south side of the building.

An explanation of the proposed use and all business activities to take place onsite.

Existing gas station and restaurant to remain as is

Is this a 1 tenant or multi-tenant facility? Who are the tenants? Description of proposed uses.

Currently it is owner occupied with the owner owning both restaurant and gas station

How will site be accessed and where are the proposed access points?

See Attached Drawing

Explain site lighting.

Lighting to remain as is with the exception of accent lighting on the addition.

Dumpsters

Will remain to the north as currently located.

Explain all site improvements – parking, sidewalk, retaining walls, lighting, landscaping, screening, storm drainage, signage, etc.

The site will remain as is. Approximately 50 sf of grass will be removed and approximately 30 sf planting area will be added

Number of parking spaces you have and the number of parking spaces required.

There are currently 17 stalls and we will have 17 stalls when finished.

Sincerely,

Scott Matula, AIA
Aspire Architecture & Design, LLC



ARCHITECTURAL REVIEW SET

- ARCH.1 Schematic Design Views
- ARCH.2 Site Plan
- ARCH.3 Rendering
- ARCH.4 Elevations
- ARCH.5 1st Floor Plan

OPTION # 1

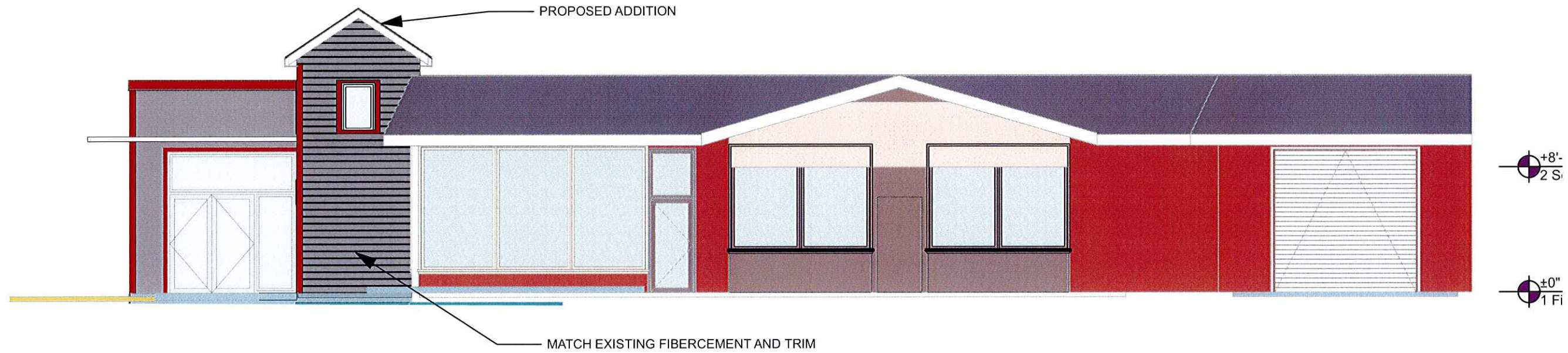
NEW PROJECT for:
SHEBOYGAN BP

1030 S. 13TH ST SHEBOYGAN WI 53081

ASPIRE ARCHITECTURE & DESIGN, LLC
1416 N. 5th St. Sheboygan, WI. 53081
920-457-4884
scott@aspirearchitects.com
www.aspirearchitects.com



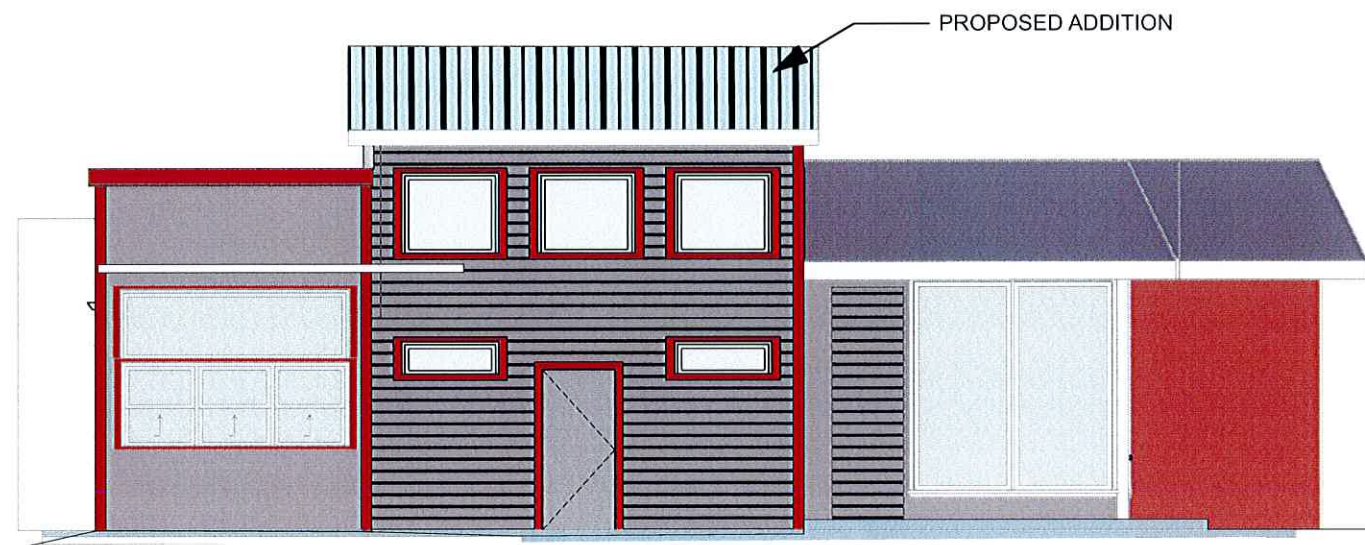
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Revision
15-000
ARCH.1



2 East Elevation

Scale: 1/8" = 1'-0"

0 4' 8' 16'



1 South Elevation

Scale: 1/8" = 1'-0"

0 4' 8' 16'

OPTION # 1

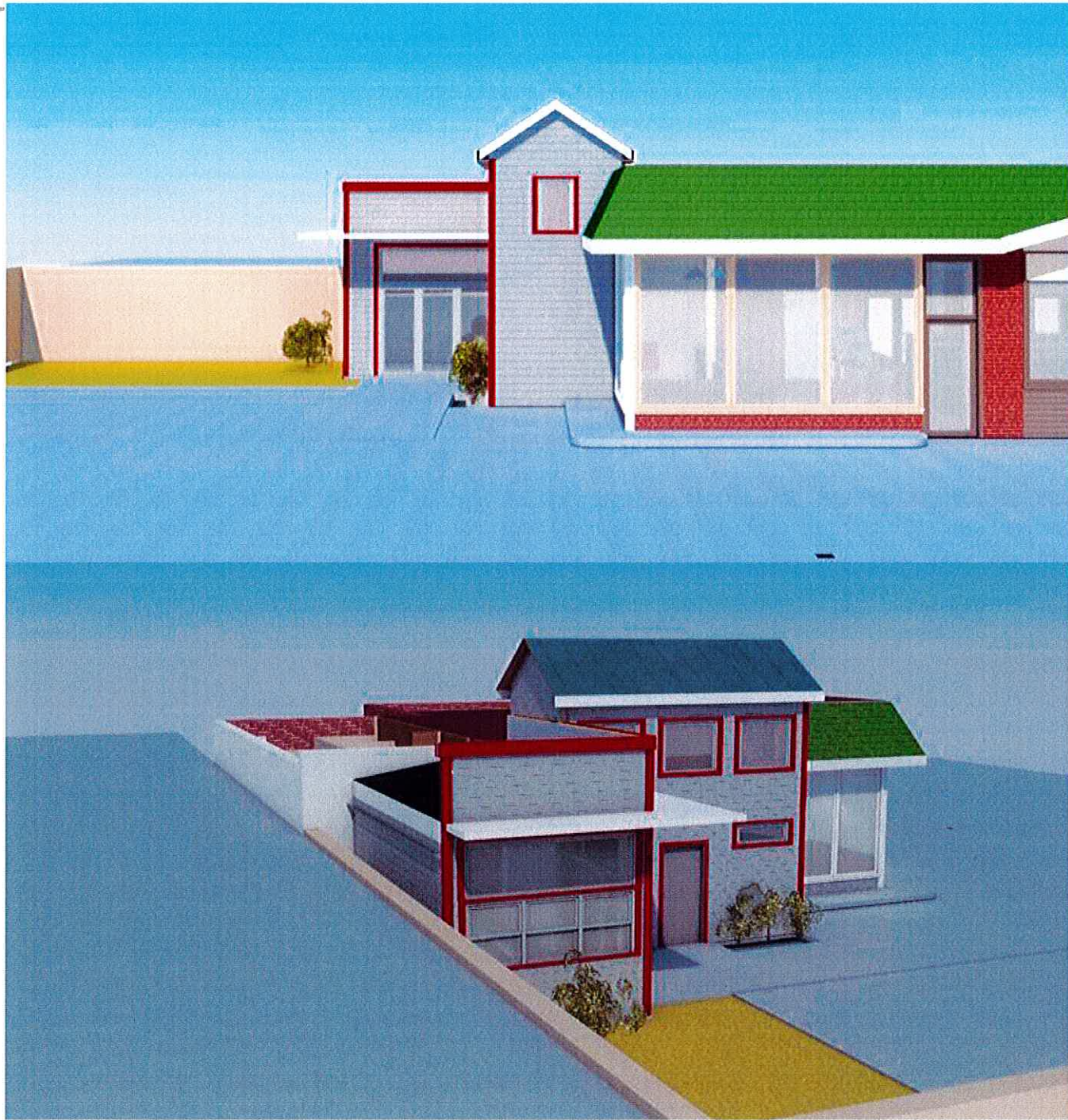
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OPTION # 1

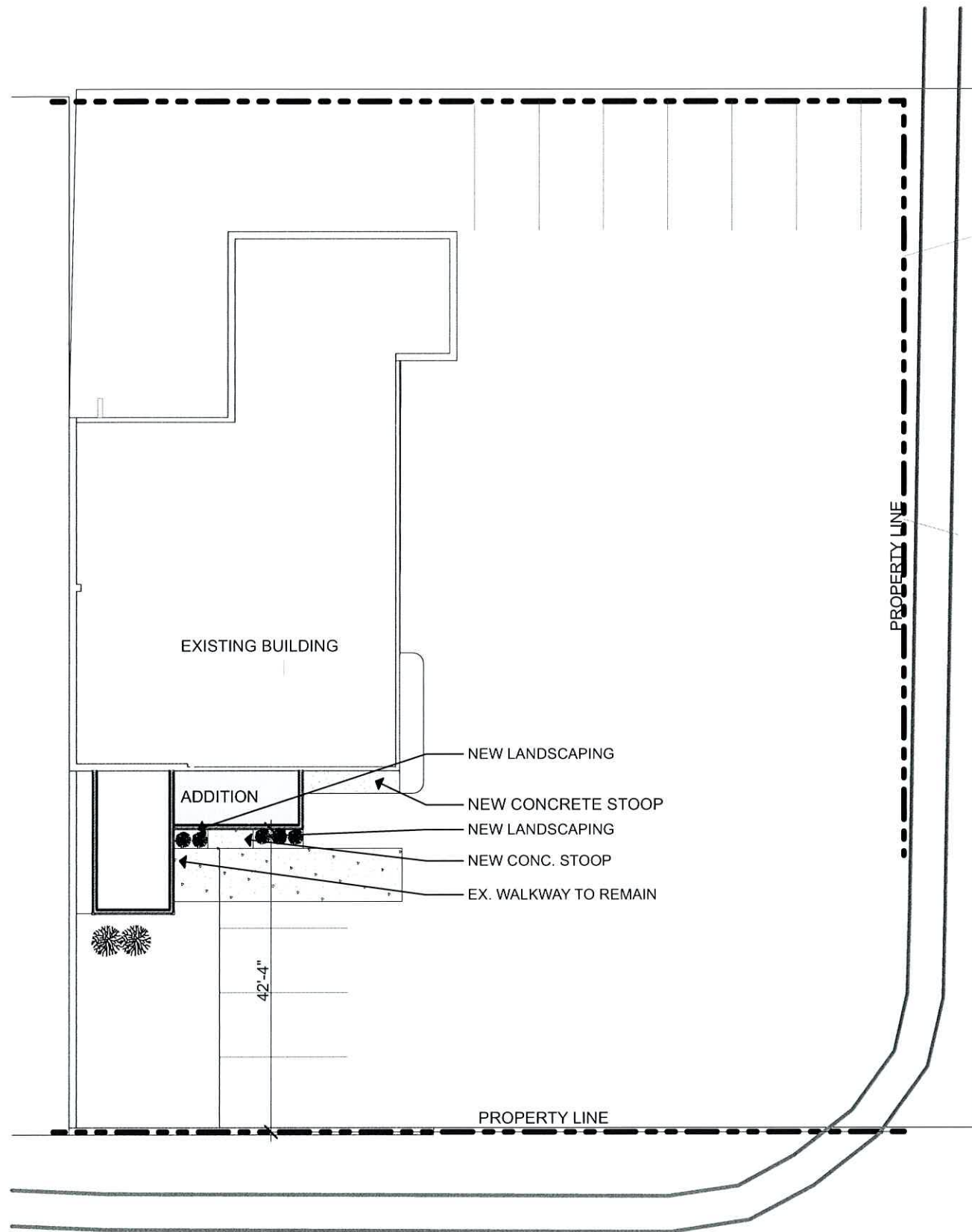
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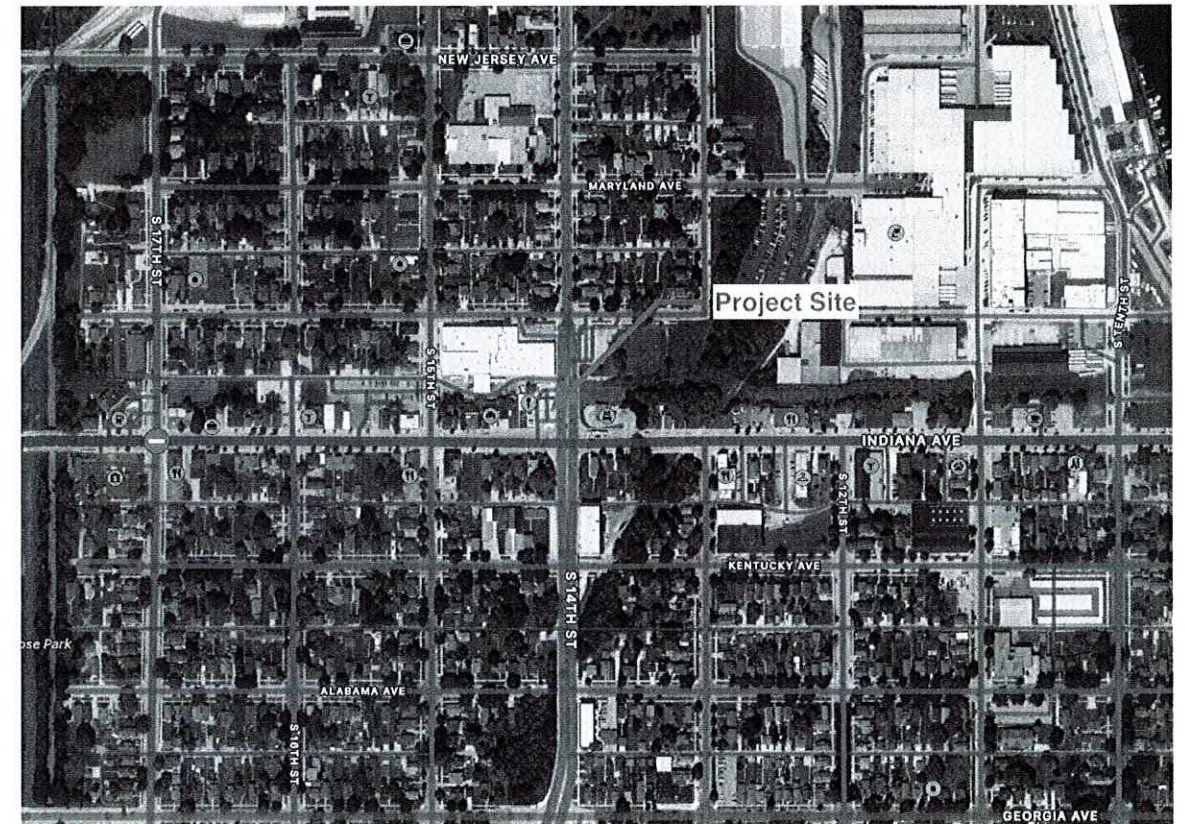
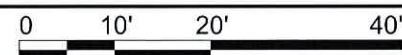


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1 Architectural Site Plan

Scale: 1" = 20'



OPTION # 1

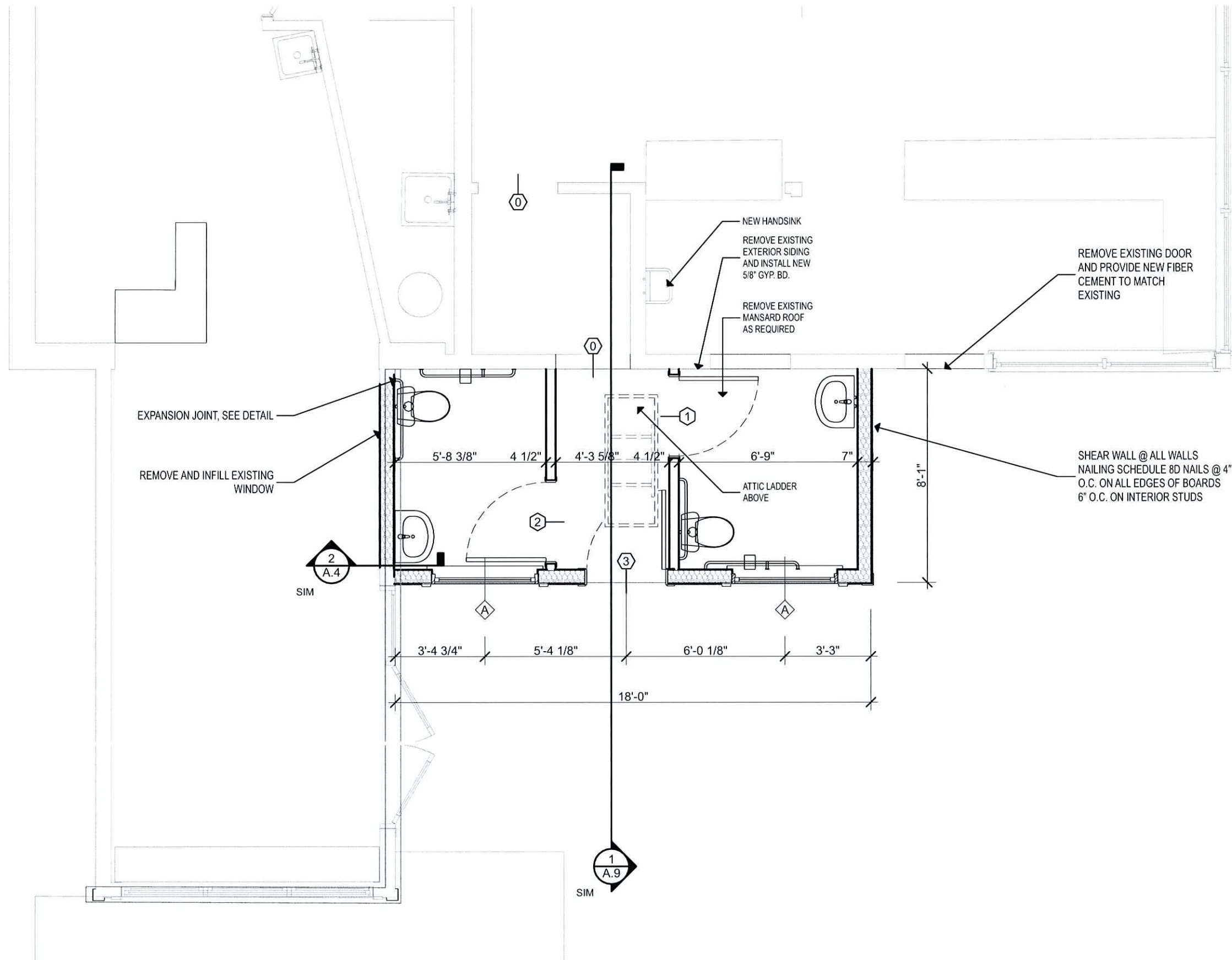
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1 First Floor Plan
 Scale: 1/4" = 1'-0"
 0 2' 4' 8'

OPTION # 1

NEW PROJECT for:
SHEBOYGAN BP

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