

August 21, 2025

City of Sheboygan  
828 Center Avenue, Suite 300  
Sheboygan, WI 53081

RE: Sheboygan Valvoline Conditional Use

Dear Plan Commission Members:

- A. Valvoline Instant Oil Change
- B. Klees & Sulok Oil Company is a Valvoline Instant Oil Change franchisee. Our first store opened on January 27<sup>th</sup>, 2000 in West Bend, WI. Since that time, we have added four more locations. One additional location in West Bend, one location in Oconomowoc, Muskego and Grafton. As operators we strive to bring value to the communities that we serve by providing multiple services that prolongs the life of our customers' vehicles. The services we offer include full service oil change, radiator and air conditioning service, air filter replacement, along with other preventative maintenance services that are completed in approximately 15 minutes. Our unique drive through model involves customers staying in the comfort of their vehicle while services are completed. To date we have 50 employees and many live in the communities of where our stores are located. We anticipate hiring residents from Sheboygan to work at this potential location and serving the community with integrity, professionalism, and by adding beneficial preventative maintenance services.

The proposed Valvoline Instant Oil Change project located at 3107 S. Business Drive is new construction on a site with an existing parking lot. The existing and surrounding properties are part of the commercial district. The new building will have a footprint of 1,666 square feet and with a main floor level and a basement level for oil changes. The building will be built of load bearing wood stud walls with brick veneer and EIFS for wall materials and sloped trusses with asphalt shingles for a roof. The store will have two maintenance bays with large glass overhead doors and a waiting space with aluminum storefront windows. Other site features include paved parking areas, driveways, site lighting and landscaping.

The new parking areas and driveways shall be paved with standard duty asphalt. Driveways will have curb and gutter and parking stalls will be appropriately marked with painted lines. Parking is maximized as much as allowed by the site with an effort to get as much parking as possible near the back of the site because very few customers park and enter the store. Parking includes customer and employee parking for the number of employees anticipated. The new store will require 5 technicians and at least one store manager to operate the store over the course of a year. On a daily basis the store will have 3 employees working from 8am – 6pm for a total of 70 operation hours per week.

Site lighting will be accomplished with a mix of traditional LED wall packs, which will be located at all exterior door locations. Landscaping will be a mix of trees and shrubs planted around the edge of the property and along the building as required. The site, including the road easement, is just over 1 acre and mostly impervious surface, therefore minimal stormwater management is required.

- C. We would be seeking two exceptions for this project. The first would be to have a paved driveway up to the property line. Due to the proposed driveway easement this would be necessary to access the development to the East of this proposed project. The second item would be to the number of parking stalls. As a vehicle based drive-thru service facility customers do not regularly parking their vehicles and enter the store.
- D. The proposed conditional use is in harmony with the purposes, goals, objectives, policies, and standards of the City of Sheboygan Comprehensive Master Plan. It aligns with the Plan's intent to encourage compatible development, support economic vitality, and promote efficient land use that enhances the community's overall character and livability.
- The proposed conditional use will not result in any substantial or undue adverse impacts on nearby property, the character of the neighborhood, the environment, traffic, parking, public improvements, public property, or rights-of-way. The project has been carefully designed to integrate with its surroundings in a manner that maintains neighborhood stability and supports safe and efficient traffic and parking patterns.
- The proposed conditional use maintains consistency with surrounding land uses by complementing existing development patterns and reinforcing the intended character of the area. It provides an appropriate and beneficial use of the property within its setting, while ensuring compatibility with adjacent properties and the broader neighborhood context.
- The proposed conditional use is located in an area that is fully served by existing utilities and services provided by public agencies. No additional infrastructure extensions are necessary, and adequate capacity is available to support the proposed use without burdening public facilities or services.