



**VILLAGE OF KIMBERLY, WI**  
**NOTICE OF VILLAGE PLAN COMMISSION MEETING and PUBLIC HEARING**

**DATE:** Tuesday, April 16, 2024  
**TIME:** 6:00pm  
**LOCATION:** Village Hall, Rick J. Hermus Council Chambers  
515 W. Kimberly Ave.  
Kimberly, WI 54136

Notice is hereby given that a Plan Commission meeting will be held on Tuesday, April 16, 2024, at the Village Hall. A Public Hearing will be held on the item listed below on the agenda. This meeting is open to the public.

- 1) Call to Order
- 2) Roll Call
- 3) Moment of Silent Reflection, Pledge of Allegiance
- 4) Approval of Minutes from the 01/16/2024 Meeting
- 5) Convene into Public Hearing for the following item:
  - a) **Conditional Use Application, 700 W Kimberly Ave**
- 6) Close Public Hearing and Reconvene Regular Meeting of the Plan Commission
- 7) Unfinished Business
  - a) None
- 8) New Business for Consideration and Approval
  - a) Sign Variance for AIT Business Technologies LLC
  - b) Certified Survey Map, 550 S Railroad St, Parcel 250095007
  - c) Certified Survey Map, 1037 Truman St, Parcel 250191500
- 9) Adjournment

**Plan Commission**

Apr 16, 2024, 6:00 – 6:30 PM (America/Chicago)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/306110301>

**You can also dial in using your phone.**

Access Code: 306-110-301

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

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Any person wishing to attend the meeting who because of their disability is unable to attend, is requested to contact the ADA Coordinator at 920-788-7500 at least 48 hours prior to the meeting so that reasonable accommodation may be made.

**Village of Kimberly  
Plan Commission Minutes  
January 16, 2024**

President Kuen called the meeting to order at 6:00 p.m. Appearing in person were President Kuen, Commissioners Schiesl, Freund, Karner, Schneider, Vander Velden and Block. Also in attendance were Director of Public Works/Zoning Administrator Ulman, Administrator/Community Development Director Mahoney, Brad Werner of McMahon & Associates, Trevor Frank of S.E.H. and members of the audience from Bob's Heating & Cooling.

**Approval of Minutes from the 12-19-2023 Meeting**

Commissioner Karner moved, Commissioner Schiesl seconded the motion to approve the minutes from the 12-19-2023 Plan Commission Meeting. The motion carried by unanimous vote.

**New Business for Consideration and Approval**  
**Blue at the Trails Town Homes Site Plan**

Commissioner Vander Velden moved, Commissioner Schneider seconded the motion to approve the Blue at the Trails Town Home Site Plan. A discussion was conducted by the plan commissioners regarding the plan. The motion carried by unanimous vote.

**Bob's Heating & Cooling Site Review**

Commissioner Karner moved, Commissioner Schiesl seconded the motion to approve the Bob's Heating & Cooling Site Review. The plan is to raze an existing home and garage, adding a parking lot, new fenced in area and new garage. There was a discussion conducted by the commissioners including members of the audience from Bob's Heating & Cooling that answered some questions regarding the site review. The motion carried by unanimous vote.

**Village of Kimberly Street/Parks Facility Site Review**

Commissioner Karner moved, Commissioner Vander Velden seconded the motion to approve the Village of Kimberly Street/Parks Facility Site Review. Director Ulman stated that they wanted to bring the 90% plans to the Plan Commission for review and input prior to submitting them to the Village Board for approval. There was some discussion regarding the floor elevation. Trevor Frank from S.E.H. will discuss the matter with his civil engineer and get back to the Plan Commission. There was other discussion regarding other sections of the Site Review, but no adjustments were made. The motion carried by unanimous vote.

**Adjournment**

Commissioner Karner moved, Commissioner Schneider seconded the motion to adjourn. The motion carried by unanimous vote at 6:40 p.m.

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Erica Ziegert  
Deputy Clerk

Approved by the Plan Commission: \_\_\_\_\_



## Village of Kimberly REQUEST FOR Plan Commission Consideration

**ITEM DESCRIPTION:** Conditional Use Application for 700 W Kimberly Ave.

**REPORT PREPARED BY:** Greg Ulman

**REPORT DATE:** April 16, 2024

**ADMINISTRATOR'S REVIEW / COMMENTS:**

**No additional comments to this report** \_\_\_\_\_

**See additional comments attached** \_\_\_\_\_

**EXPLANATION:**

Brian Rebman, the owner of 700 W. Kimberly Ave is requesting a conditional use permit for that location, which would conditionally approve that site to allow for plumbing and heating shops to operate.

The parcel is currently zoned B-1, Business General. To the east and west, the properties are both zoned B-1. To the north the condominiums are zoned R-5, Residential Planned. To the south across Kimberly Ave, those properties are zoned R-2, Residential Moderate Density.

Mr. Rebman's current building are the remains of the car wash which operated before the tornado destroyed the building years ago. He is looking to expand/improve the property by creating a plumbing shop for himself, and an additional 3 shop/office units. The hours of operation will be between 7am to 5pm, with no noise, that exceeds our current noise policy. With the proposal of B-1 zoning and conditionally adding plumbing and heating shops to the property, Mr. Rebman states there will be no glares, odors, fumes, or vibrations coming from his property. As his proposal stands for the shops/offices, there will be little impact to the traffic generation of the area.

According to current Village of Kimberly zoning requirements for setbacks, properties in the B-1 zoning areas do not have a minimum requirement for setbacks for side, rear, or front yards. While the plans Mr. Rebman provided show the proposed building extending very close to the property lines on both sides, staff cautioned Mr. Rebman to allow for access of maintenance to the rear yard without needing to drive or walk onto neighboring properties.

Staff would also like to see full site plans for the property to show elevations, parking, dumpster enclosures, lighting diagrams, full building plans, and fence diagrams.

**RECOMMENDED ACTION:** To have the Plan Commission consider the conditional use permit of allowing for plumbing and heating shops for the property of 700 W. Kimberly Ave under the following conditions:

1. No noise between the hours of 10pm and 7am
2. No delivery of goods between the hours of 10pm and 7am, which would cause noise. Ex: trucks reversing, noisy machinery to unload goods, etc.
3. No glares, odors, fumes, or vibrations at any time from the property.
4. Approval of a full site plan from staff.



Submit to:  
 Planning & Zoning  
 515 W. Kimberly Ave.  
 Kimberly WI 54136  
 920-788-7500

**VILLAGE OF  
 KIMBERLY**  
 Conditional Use Permit Application

**Applicant  
 Information**

Petitioner: Brian Rebman  
 Date: 3/1/24  
 Petitioner Address: W5711 Mase Ct  
 City: Appleton State: WI Zip: 54915  
 Telephone #: (920) 257-6202 Fax: ( )  
 email: rebmanplumbing@yahoo.com  
 Status of Petitioner (please check one):  Owner  
 Representative \_\_\_ Tenant \_\_\_ Prospective Buyer

Petitioner's Signature (required):  
B.R.

**Owner Information**

Owner(s): Brian Rebman  
 Date: 3/1/24  
 Owner(s) Address: W5711 Mase Ct City: Appleton  
 State: WI Zip: 54915  
 Telephone #: (920) 257-6202 Fax: ( )  
 email: rebmanplumbing@yahoo.com  
 Ownership Status (please check one):  Individual \_\_\_ Trust  
 \_\_\_ Partnership \_\_\_ Corporation

**Property Owner Consent (required):**

By signature hereon, I/We acknowledge that Village officials and/or employees may, in the performance of their functions and duties, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Village for incomplete submissions or other administrative reasons.

Property Owner's  
 Signature: B.R.  
 Date: 3/1/24

**Site Information**

**Address/Location of Proposed Project:**  
700 W Kimberly Ave Kimberly WI Zoning:

Proposed Project or Use: Personal plumbing shop/office plus 3 additional shop/office spaces

Current or last Use of Property:

Previous carwash, current single plumbing shop for past 7 years

Land Uses Surrounding this Address: North: Townhouses

South: residential

East: salon/accounting

West: bakery

Note: A meeting notice will be mailed to all abutting property owners regarding this request:

- It is recommended that the applicant meet with Village Department staff prior to submittal to review the project and submitted materials.
- Application Fees must be submitted with the application.
- 

**Briefly explain how the proposed Conditional Use will satisfy the**

**Submit to:**  
 Planning & Zoning  
 515 W. Kimberly Ave.  
 Kimberly WI 54136  
 920-788-7500

**VILLAGE OF KIMBERLY**  
 Conditional Use Permit Application

**following ordinance requirements (see 525-49):**

1. The proposed use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
2. The proposed use will be compatible with, and will not impair the uses, values, and enjoyment of other property in the neighborhood.
3. The proposed use will not impede development and improvement of the surrounding property.
4. Adequate utilities exist for the proposed use.
5. Adequate Pedestrian and/or vehicular access exists.

**Submittal Requirements – Must accompany the application to be complete.**

- A narrative of the proposed conditional use and project including:  
 Proposed use of the property

- Existing use of the property
- Effects on adjoining properties to include: noise, hours of operation, glare, odor, fumes, vibration, etc.
- Compatibility of the proposed use with adjacent and other properties in the area.
- Traffic generation
- Any other information pertinent to adequate understanding of the intended use and its relation to nearby properties

➤ Complete site plans including:

- Two (2) legible scaled and dimensioned drawings/prints of site plan and building elevations (when applicable.)
- Two (2) 8 1/2" x 11 (minimum) to 11" x 17" (maximum) reduction of the site plan and building elevations (when applicable.)
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, walls.
- Location of all outdoor storage and refuse disposal areas and the design and materials used for construction
- Location and dimension of all on-site parking (and off-site parking provisions if they are to be employed
- Location, height, design, illumination power and orientation of all exterior lighting on the property including a photometrics plan.
- Location of all exterior mechanical equipment and utilities and elevations of proposed screening devices where applicable (i.e. visible from a public street or residential use or district). Mechanical equipment includes, but is not limited to; HVAC equipment, electrical transformers and boxes, exhaust flues, plumbing vents, gas regulators, generators.

Proposal for 700 W Kimberly Ave Kimberly WI

Proposed use: This is currently a single building that remains from the old carwash that was destroyed in a tornado many years ago. It is currently a plumbing shop and has been for the past 7 years. This proposal is for an expansion/improvement of this space. Plan to expand on the current plumbing shop and add 3 additional shop/office fronts.

Hours of operation will be typical daytime hours-approximately 7 am to 5 pm. There won't be any excessive noise. No glare, odor, fumes or vibrations.

Compatibility: Will add aesthetic appeal to the neighborhood and won't detract from area businesses.

Traffic generation will be very minimal.

228

224

fence

Outdoor Storage



Work  
700 W Kimberly Ave

Building

o's Bakery



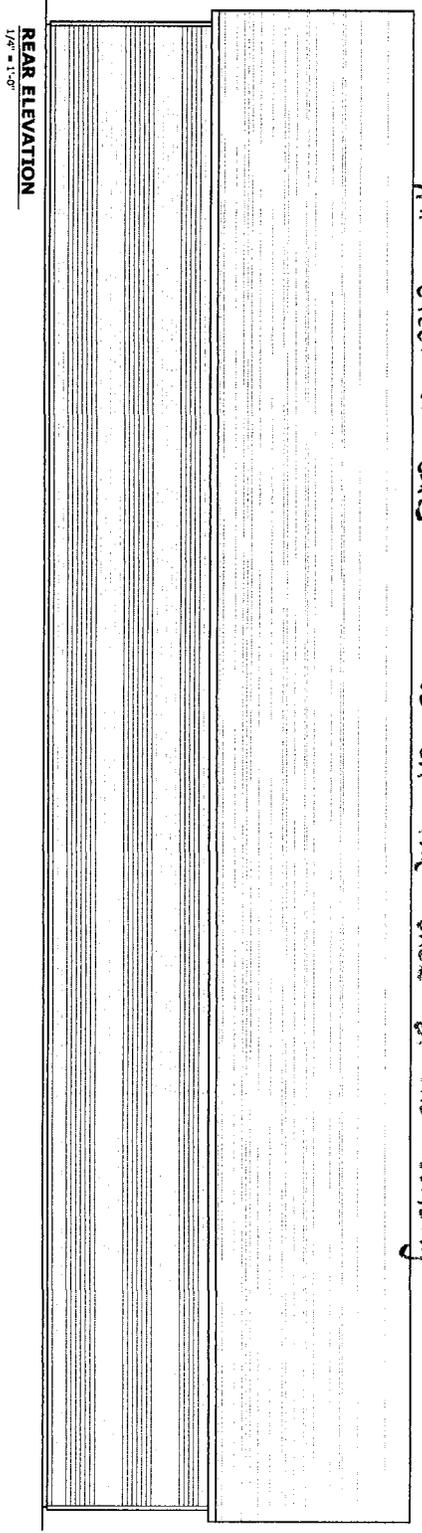
fence

Parking

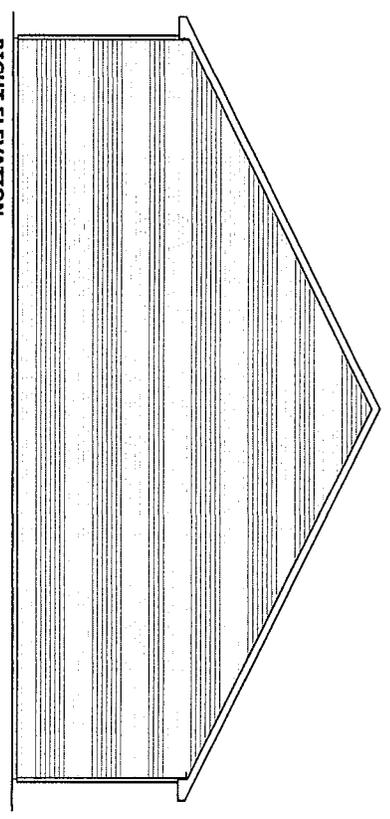


Kimberly Ave

\* Note - All plumbing vents + Exhaust vents will be through the Back Roof  
 All Electrical boxes will be on the back of the building



REAR ELEVATION  
 1/4" = 1'-0"



RIGHT ELEVATION  
 1/4" = 1'-0"

GARAGE AREA 5408 SF  
 TOTAL AREA 5408 SF

**BID PLAN - FOR BIDDING PURPOSES ONLY**

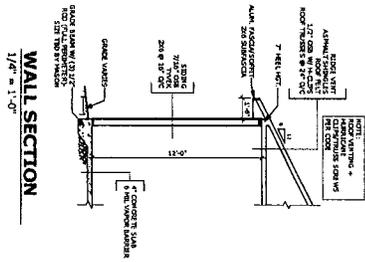
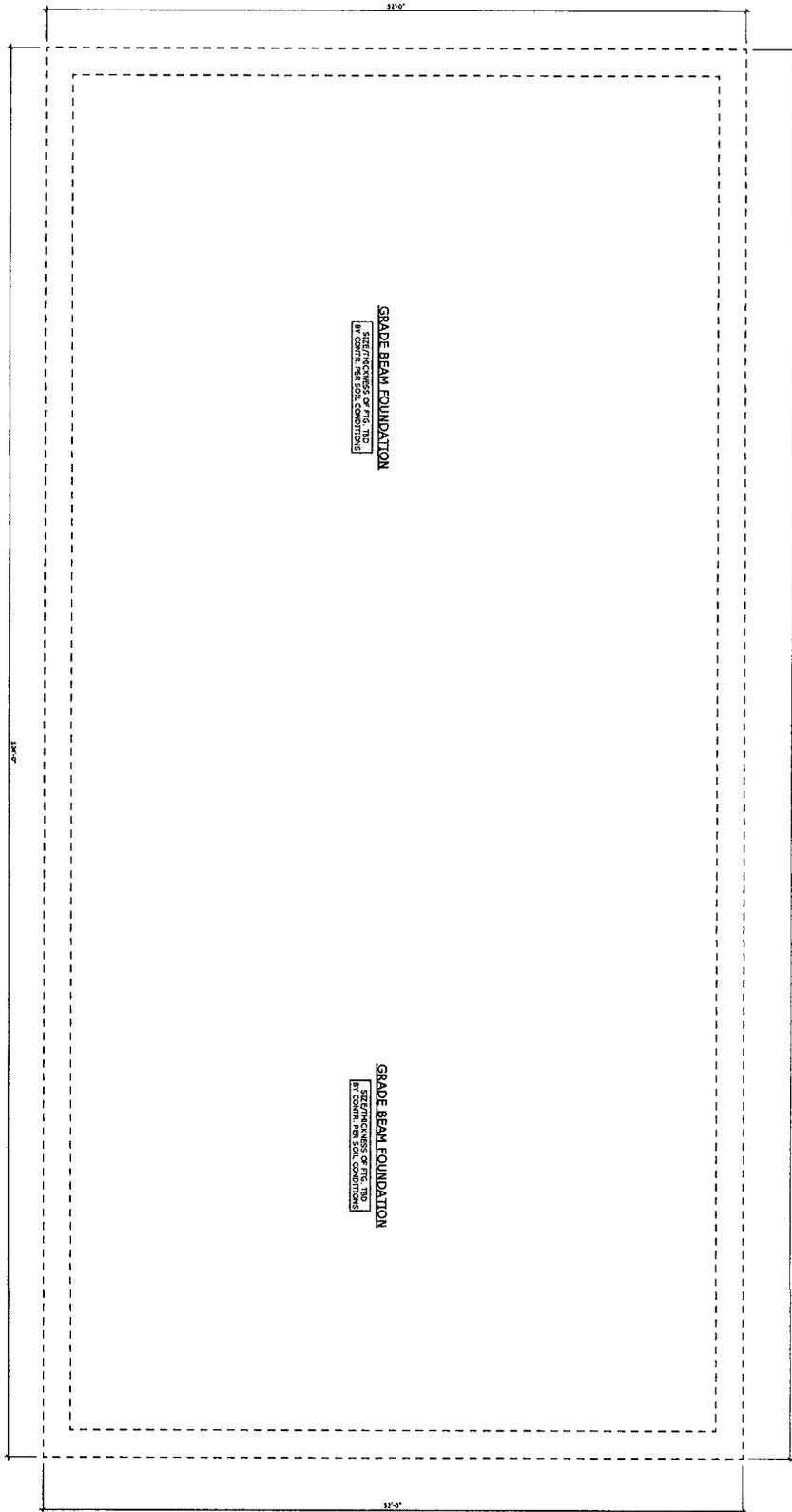
DRAWN BY: M. WINTER SCALE: 1/4" = 1'-0" SHEET NO: A2 PROJECT NO: Q24-145-W	 DrexelTeam.com	<b>KIMBERLY SHOP</b> J BUCK CONSTRUCTION	PROJ. ADDRESS TBD	<b>COPYRIGHT &amp; BIDDING</b> THIS DRAWING IS THE PROPERTY OF DREXEL UNIVERSITY AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF DREXEL UNIVERSITY.	<b>BID PLAN</b> 02022004	HRW
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**FOUNDATION PLAN**  
1/4" = 1'-0"



**WALL SECTION**  
1/4" = 1'-0"

**GARAGE PLAN SPECIFICATIONS**

- CONCRETE: 4000 PSI COMPRESSIVE STRENGTH
- ASPHALT FLOORING: 2" THICK
- FOUNDATION: 18" x 18" CONCRETE PILES
- WALLS: 12" THICK CONCRETE
- ROOFING: 2" POLYURETHANE INSULATION ON TOP OF 2" GYPSUM BOARD
- CLADDING: 1/2" GYPSUM BOARD ON TOP OF 2" POLYURETHANE INSULATION
- INTERIOR FINISHES: 5/8" GYPSUM BOARD ON TOP OF 2" POLYURETHANE INSULATION
- CEILING FINISHES: 5/8" GYPSUM BOARD ON TOP OF 2" POLYURETHANE INSULATION
- MECHANICAL: 18" DIA. VENT PIPES THROUGH ROOF
- ELECTRICAL: 1/2" DIA. CONDUITS THROUGH WALLS
- PLUMBING: 1/2" DIA. CONDUITS THROUGH WALLS
- PAINTS: 1/2" THICK CONCRETE
- ROOFING: 2" POLYURETHANE INSULATION ON TOP OF 2" GYPSUM BOARD
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- PAINTS: 1/2" THICK CONCRETE

GARAGE AREA	5408 SF
TOTAL AREA	5408 SF

**BID PLAN - FOR BIDDING PURPOSES ONLY**

DRAWING NO: <b>K24-145-W</b> SCALE: <b>1/4" = 1'-0"</b> SHEET NO: <b>A4</b> PROJECT NO: <b>G24-145-W</b>	<b>Drexel</b> DrexelTeam.com	<b>KIMBERLY SHOP</b> J BUCK CONSTRUCTION PROJ. ADDRESS TBD	<b>COPYRIGHT &amp; RISK</b> THIS DRAWING IS THE PROPERTY OF THE ENGINEER AND ARCHITECT. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER AND ARCHITECT. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED TO THE ENGINEER AND ARCHITECT. THE ENGINEER AND ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED TO THE ENGINEER AND ARCHITECT. THE ENGINEER AND ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING.	<b>BID PLAN</b> 02/02/2024 MRW
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**Village of Kimberly  
Request for  
Planning Commission Recommendation**

<b>ITEM DESCRIPTION:</b> Sign Variance for AIT Business Technologies, LLC.
<b>REPORT PREPARED BY:</b> Greg Ulman
<b>REPORT DATE:</b> April 16, 2024
<b>EXPLANATION:</b> AIT Business Technologies, LLC., and TLC sign are looking for a variance to make their electronic message billboard sign larger than the ordinance maximum. § 525-72 A (8) states that the maximum a message center sign can be is 50 square feet per side and a maximum of 100 square feet on all sides of the sign. The proposed message center sign area will be 89.5 square feet per side with a total of 179 square feet for all sides. The existing billboard will be replaced with the electronic sign, in the exact sign location.
<b>RECOMMENDED ACTION:</b> Give a recommendation to deny or approve variance. If approved, Board of Appeals will need to grant the variance after the recommendation from Plan Commission.



# ZONING BOARD OF APPEALS VARIANCE APPLICATION

Greg Ulman  
Director of Public Works  
920-788-7507  
gulman@vokimberlywi.gov

## GUIDELINES USED BY THE BOARD OF APPEALS TO DETERMINE WHETHER A VARIANCE SHOULD BE GRANTED

Although the statutes contain a number of qualifying phrases, the main statutory test of whether a variance may be properly granted is whether an “unnecessary hardship exists”. The leading Wisconsin case on variances is *SNYDER v WAUKESHA COUNTY* (1976), 74 Wis. (2nd) 468, 247 NW (2nd) 468. In this case, the court set forth the following guidelines for granting variances:

- 1) An unnecessary hardship means that the property cannot yield a reasonable return when used for the permitted purposes or where no feasible use can be made of the land without a variance.
- 2) The changes in the character of the neighborhood that would be caused by the variance are important.
- 3) The hardship must be unique to the property in question and may not apply equally to similar lots.
- 4) The hardship must be unique to the lot, not personal to the owner of the lot.
- 5) A variance cannot be granted in the case of a self-created hardship.

### IN ADDITION, the courts have made it clear that a variance CANNOT be granted in the following situations:

- 1) Where there is a self-created hardship, that is, where the application is due to a problem created by the owner/applicant.
- 2) Where there is a personal hardship, and the variance would continue to affect the character of the neighborhood after title to the property has passed.
- 3) Where there is an economic hardship, a purely financial hardship, for example, restriction of the property to a less profitable use.

## IMPORTANT INFORMATION FOR APPLICANTS

The Village of Kimberly Board of Appeals meets as needed at the Village Office (date and time established upon receipt of completed applications.) Due to statutory public notification requirements, the application deadline is approximately 3 weeks prior to a meeting. Please confirm the deadline with staff.

### The following must be submitted in order for your application to be accepted:

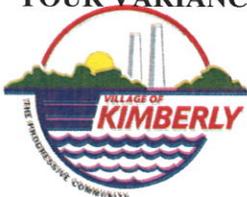
- Complete the attached application form. Both the owner and applicant must sign the application form.
- Answer all questions on the application form.
- A site plan drawn to scale showing all structures, lot lines, streets and distances from the structures to the lot lines and street.
- Any other supporting documentation you feel is necessary or as may be required by staff.

It is recommended for the applicants and/or a representative for the applicant to attend the meeting to answer questions of the Board and present their variance request. If the applicant and/or representative fail to appear, the Board may choose to act on the item, or to postpone action until the next meeting. If for any reason the owner/applicant withdraws the application, it must be done so in writing. If the owner/applicant wishes to reapply they must file a new application form, site plan, supporting documentation, and filing fee. Filing fees are non-refundable.

If you have any questions about the variance application form, or the process of obtaining a variance, please contact the Director of Public Works at 920-788-7507.

**YOUR APPLICATION IS DUE BY:** \_\_\_\_\_

**YOUR VARIANCE HEARING DATE:** \_\_\_\_\_ **AT** \_\_\_\_\_ **P.M.**



**ZONING BOARD OF APPEALS  
VARIANCE APPLICATION**

Greg Ulman  
Director of Public Works  
920-788-7507  
gulman@vokimberlywi.gov

**Please Type or Print in BLACK INK**

Please submit a complete **reproducible site plan (maximum size 11" x 17")**. (A complete site plan includes, but is not limited to, all structures, property lines and streets with distances to each.) The fee is payable to the Village of Kimberly and due at the time the application is submitted. APPLICATION FEE IS NON-REFUNDABLE.

**Address of Parcel Affected:** 738 Ford Street Kimberly, WI 54136

**Petitioner:** Kariss Hulbert – TLC Sign **Home Phone:** 715-412-2653

**Petitioner's e-mail address:** karissa@tlcsign.com

**Petitioner's Address:** 990 Jameson Street Neenah, WI 54956 **Work Phone:** 920-731-4852

**Signature Required:** Karissa Hulbert **Date:** 2/5/24

**Owner (if not petitioner):** Aaron Schmitt **Home Phone:** 920-851-0205

**Owner's e-mail address:** aschmitt@appletontech.com

**Owner's Address:** 738 Ford Street Kimberly, WI 54136 **Work Phone:** 920-730-0500

**Signature Required:** [Signature] **Date:** 2-5-2024

In order to be granted a variance, each applicant must be able to prove that an unnecessary hardship would be created if the variance is not granted. The burden of proving an unnecessary hardship rests upon the applicant. The attached sheet provides information on what constitutes a hardship. (Attach additional sheets, if necessary, to provide the information requested. Additional information may be requested as needed.)

**1. Explain your proposed plans and why you are requesting a variance:**

We are proposing to remove the existing Main ID top cabinet and replace it with an Electronic Message Center at this location and request a variance to exceed the square footage of the Message Center. The square footage we are requesting for the EMC is 89.44 square feet per side which is 39.44 square feet over what is allowed in the current code. The larger size is needed due to the orientation and distance of the sign from 441. This lot is unique due to the corner lot along 441. A smaller EMC would be difficult to read and ineffective for passing traffic on 441. Larger text and graphics are safer for traffic to read than smaller copy as it takes the focus off of driving longer when you are straining to read something. Everything else on the sign is within code except the Message Center square footage. Given this business has multiple street frontages and is in the 441 interstate corridor we are requesting the variance for additional square footage on their sign.

**ZONING BOARD OF APPEALS  
VARIANCE APPLICATION**

Greg Ulman  
Director of Public Works  
920-788-7507  
gulman@vokimberlywi.gov

**2. Describe how the variance would not have an adverse effect on surrounding properties:**

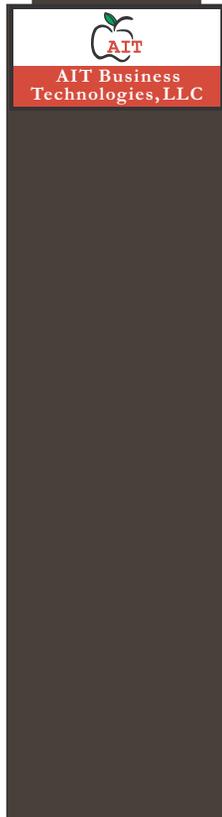
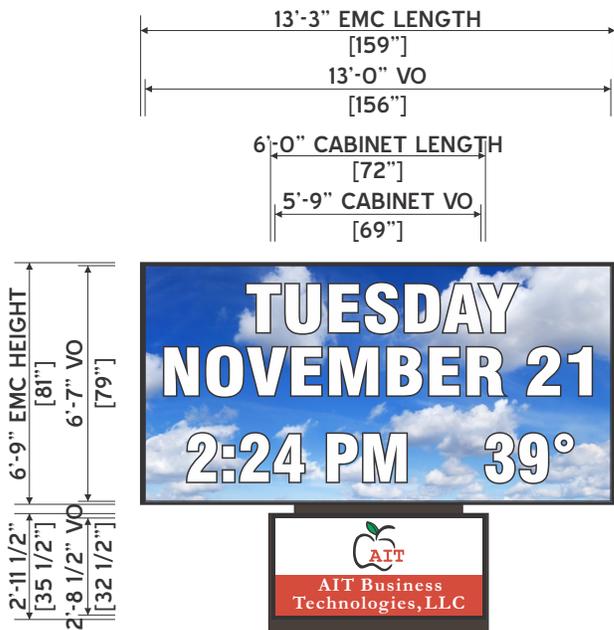
There are no surrounding properties between Appleton Information Technologies and the Highway 441 Expressway that would be affected.

**3. Describe the special conditions that apply to your lot or structure that do not apply to surrounding lots or structures:**

The special condition at this property is that all other surrounding lots along College Avenue do not border the Highway 441 Expressway and are able to advertise to both directions of traffic.

**4. Describe the hardship that would result if your variance were not granted:**

If the variance was not granted then the property owner at this location would not be able to effectively advertise their business on their property, especially on the side facing West. The owner could put up a sign of a smaller size but we do not feel that would be in the best interest of the viewing audience passing by and be less effective for the business.



EXISTING SIGN  
(NOT TO SCALE)



NEW MESSAGE CENTER  
AND GRAPHICS (1:75)

**NEW PYLON GRAPHICS AND MESSAGE CENTER**

- QTY. 2 - SINGLE-SIDED FULL COLOR 15.85MM MESSAGE CENTER  
120 X 250 LED MATRIX / 6'-9" X 13'-3" CABINET / 6'-7" X 13'-0" VIEWABLE AREA
- QTY. 2 - DIGITALLY PRINTED TRANSLUCENT VINYL GRAPHICS WITH LAMINATE(3850/8520)

EMC SQUARE FOOTAGE: 89.5 SQ FT  
CABINET SQUARE FOOTAGE: 17.75 SQ FT  
TOTAL SIGNAGE SQUARE FOOTAGE (ONE SIDE): 107.25 SQ FT



**Village of Kimberly  
Request for  
Planning Commission Recommendation**

<b>ITEM DESCRIPTION:</b> Certified Survey Map, 550 S. Railroad St. Parcel 250095007
<b>REPORT PREPARED BY:</b> Greg Ulman
<b>REPORT DATE:</b> April 16, 2024
<b>EXPLANATION:</b>  <p>Peggy and David Weber, owner, via Scott Anderson of Davel Engineering is seeking approval of the proposed CSM redistributing the existing lands into two parcels. Presently there are three existing buildings on the property and driveway that would be split into two parcels. The resulting CSM creates two parcels so the existing building on the north-east quadrant of the property and a portion of the driveway would be on Lot 2 while the other buildings and driveway area would be in Lot 1.</p> <p>The existing shared driveway would have a private agreement to share the driveway and the maintenance in a separate document.</p>
<b>RECOMMENDED ACTION:</b> Staff recommends approval of the CSM



March 22, 2024

Village of Kimberly  
515 W. Kimberly Ave  
Kimberly, WI 54136

**Re: 550 S. Railroad St., Village of Kimberly –  
Certified Survey Map**

Greetings:

Enclosed, please find the following materials for the Certified Survey Map submittal for the above referenced property:

1. Certified Survey Map (1 copies)
2. Review and Application fee (\$50)
3. CSM Application

Please process the enclosed submittal accordingly for review.

Upon your review, I would appreciate any feed back in regards to the satisfaction or further requirements in order to approve this CSM. I can be reached at (920) 560-6569 or [scott@davel.pro](mailto:scott@davel.pro).

Sincerely,

Scott Andersen  
Professional Land Surveyor

Enclosures (a/s)

Cc: Peggy and David Weber



VILLAGE OF KIMBERLY  
Plan Commission Application  
Certified Survey Map  
Plat

Submit to:  
Street Department  
426 W. Kimberly Ave.  
Kimberly WI 54136  
920-788-7507

Applicant Information

Petitioner: Scott Andersen (Davel Engineering) Date: 3/22/2024  
Petitioner Address: 1164 Province Terrace City: Menasha State: WI Zip: 54952  
Telephone #: (920) 560-6569 Fax: ( ) email: scott@davel.pro  
Status of Petitioner (please check one):  Owner  Representative  Tenant  Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_

Owner Information

Owner(s): Peggy and David Weber Date: \_\_\_\_\_  
Owner(s) Address: 726 Apple Blossom Ct. City: Kimberly State: WI Zip: 54136  
Telephone #: ( ) Fax: ( ) email: \_\_\_\_\_  
Ownership Status (please check one):  Individual  Trust  Partnership  Corporation

**Property Owner Consent (required):**

By signature hereon, I/We acknowledge that Village officials and/or employees may, in the performance of their functions and duties, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Village for incomplete submissions or other administrative reasons.

Property Owner's Signature:  03/26/24  Date: 03/26/24

CSM/Subdivision Information

Address/Location of Proposed Project: 550 S. Railroad St. Zoning: B-1  
Proposed Project or Use: Business  
Current or Last Use of Property: Business  
Reason for Land Division: Split existing parcel to sell NE Building.  
Proposed Number of Lots: 2 Proposed Lot Sizes: Min. 12651 Max. 40839 Average: \_\_\_\_\_  
Acreage Contained in Parcel(s): 1.2280 Acres  
Land Uses Surrounding this Address: North: Residential  
South: Roller Rink - Business  
East: Residential  
West: Residential

Significant Natural Amenities (slope, vegetation, large tree stands, etc.): \_\_\_\_\_

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Floodplains, navigable streams, wetlands, and other development restrictions: \_\_\_\_\_

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Note:

- It is recommended that the applicant meet with Village Department staff prior to submittal to review the project and submitted materials.
- Application Fees must be submitted with the application.

SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.

➤ Basic Materials

- Completed Application
- Legal Description of Site
- Two (2) full size paper prints of the preliminary or final plat prepared in accordance with Village Subdivision Regulations
- Twelve (12) copies of the subdivision plat reduced to 8 ½" x 11"
- One copy of the Certified Survey Map
- Digital (PDF) Copy of Preliminary Plat, Final Plat, or CSM

Staff Use Only:

Fees Collected: \_\_\_\_\_ Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



Certified Survey Map No. \_\_\_\_\_

Part of Government Lot 7  
of Section 27, Township 21 North, Range 18 East,  
Village of Kimberly, Outagamie County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Kimberly, and under the direction of David E. & Peggy R. Weber, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is Part of Government Lot 7 of Section 27, Township 21 North, Range 18 East, Village of Kimberly, Outagamie County, Wisconsin, containing 53,490 Square Feet (1.2280 Acres) of land and is described as follows:

Commencing at the Northeast Corner of Government Lot 7, Section 27, Township 21 North, Range 18 East; thence S00°27'47"E along the east line of said Lot 7, 3228.68 feet; thence N89°46'36"W, 30.00 feet to the west right of way line of Railroad Street and to the Point Of Beginning of the parcel to be described; thence continuing N89°46'36"W, 368.94 feet to the east line of Lot 25 of Stone Gate Village; thence N00°04'05"W along said east line and the east line of Lot 26 and Lot 27 of Stone Gate Village, 144.12 feet; thence N89°53'33"E, 367.92 feet to the west right of way line of Railroad Street; thence S00°27'47"E along said west line, 146.25 feet to the Point of Beginning of the described parcel. Described parcel is subject to easements and restriction of record.

\_\_\_\_\_  
Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169

Owners' Certificate

As the property owners, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Village of Kimberly

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
David E. Weber, Owner

\_\_\_\_\_  
Peggy R. Weber, Owner

State of Wisconsin )  
 )SS  
\_\_\_\_\_ County)

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_ My Commission Expires \_\_\_\_\_  
Notary Public, Wisconsin

File: 8167CSM.dwg  
Date: 03/22/2024  
Drafted By: scott  
Sheet: 2 of 3

Certified Survey Map No. \_\_\_\_\_

Part of Government Lot 7  
of Section 27, Township 21 North, Range 18 East,  
Village of Kimberly, Outagamie County, Wisconsin.

Village Board Resolution

Resolved, that this certified survey map in the Village of Kimberly, Outagamie County, David E. & Peggy R. Weber, the property owners, is hereby approved by the Village Board of the Village of Kimberly.

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Kimberly.

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the Village of Kimberly and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

\_\_\_\_\_  
Village Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owner of record:  
David E. & Peggy R. Weber

Recording Information:  
Doc. 1143357

Parcel Number(s):  
250095007

\_\_\_\_\_  
Scott R. Andersen                      Date  
Professional Land Surveyor  
No. S-3169

File: 8167CSM.dwg  
Date: 03/22/2024  
Drafted By: scott  
Sheet: 3 of 3



**Village of Kimberly  
Request for  
Planning Commission Recommendation**

<b>ITEM DESCRIPTION:</b> Certified Survey Map, 1037 Truman St. Parcel 250191500
<b>REPORT PREPARED BY:</b> Greg Ulman
<b>REPORT DATE:</b> April 16, 2024
<b>EXPLANATION:</b>  <p>Jonen Family Limited Partnership, owner, via Scott Anderson of Davel Engineering is seeking approval of the proposed CSM redistributing the existing lands into two parcels. Presently there is an office building on the west side of the property and a parking lot that would be split into the two parcels. The resulting CSM creates two parcels so the existing building and half the parking lot would be on Lot 1 while the other half of the parking lot and the open area would be in Lot 2.</p> <p>The existing parking lot would have a private agreement to share the parking lot and the maintenance in a separate document.</p>
<b>RECOMMENDED ACTION:</b> Staff recommends approval of the CSM



March 22, 2024

Village of Kimberly  
515 W. Kimberly Ave  
Kimberly, WI 54136

**Re: 1037 Truman Street, Village of Kimberly –  
Certified Survey Map**

Greetings:

Enclosed, please find the following materials for the Certified Survey Map submittal for the above referenced property:

1. Certified Survey Map (1 copies)
2. Review and Application fee (\$50)
3. CSM Application

Please process the enclosed submittal accordingly for review.

Upon your review, I would appreciate any feed back in regards to the satisfaction or further requirements in order to approve this CSM. I can be reached at (920) 560-6569 or [scott@davel.pro](mailto:scott@davel.pro).

Sincerely,



Scott Andersen  
Professional Land Surveyor

Enclosures (a/s)

Cc: Jonen Family Limited Partnership



**VILLAGE OF KIMBERLY**  
**Plan Commission Application**  
 Certified Survey Map  
 Plat

Submit to:  
 Street Department  
 426 W. Kimberly Ave.  
 Kimberly WI 54136  
 920-788-7507

**Applicant Information**

Petitioner: Scott Andersen (Davel Engineering) Date: 3/22/2024  
 Petitioner Address: 1164 Province Terrace City: Menasha State: WI Zip: 54952  
 Telephone #: (920) 560-6569 Fax: ( ) email: scott@davel.pro  
 Status of Petitioner (please check one): \_\_\_ Owner  Representative \_\_\_ Tenant \_\_\_ Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_

**Owner Information**

Owner(s): Jonen Family Limited Partnership Date: \_\_\_\_\_  
 Owner(s) Address: PO Box 64 City: Kewaunee State: WI Zip: 54216  
 Telephone #: ( ) Fax: ( ) email: \_\_\_\_\_  
 Ownership Status (please check one): \_\_\_ Individual \_\_\_ Trust  Partnership \_\_\_ Corporation

**Property Owner Consent (required):**

By signature hereon, I/We acknowledge that Village officials and/or employees may, in the performance of their functions and duties, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Village for incomplete submissions or other administrative reasons.

Property Owner's Signature: *Ann Marie Jonen* Date: 3/26/2024

**CSM/Subdivision Information**

Address/Location of Proposed Project: 1037 Truman St. Zoning: I-1  
 Proposed Project or Use: Office Building  
 Current or Last Use of Property: Office Building  
 Reason for Land Division: Split existing parcel in two for future Building on east lot  
 Proposed Number of Lots: 2 Proposed Lot Sizes: Min. 30336 Max. 30777 Average: \_\_\_\_\_  
 Acreage Contained in Parcel(s): 1.4030 Acres  
 Land Uses Surrounding this Address: North: Office Building  
 South: Retail  
 East: Office Building  
 West: Office Building

Significant Natural Amenities (slope, vegetation, large tree stands, etc.): \_\_\_\_\_

\_\_\_\_\_

Floodplains, navigable streams, wetlands, and other development restrictions: \_\_\_\_\_

\_\_\_\_\_

**Note:**

- It is recommended that the applicant meet with Village Department staff prior to submittal to review the project and submitted materials.
- Application Fees must be submitted with the application.

**SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.**

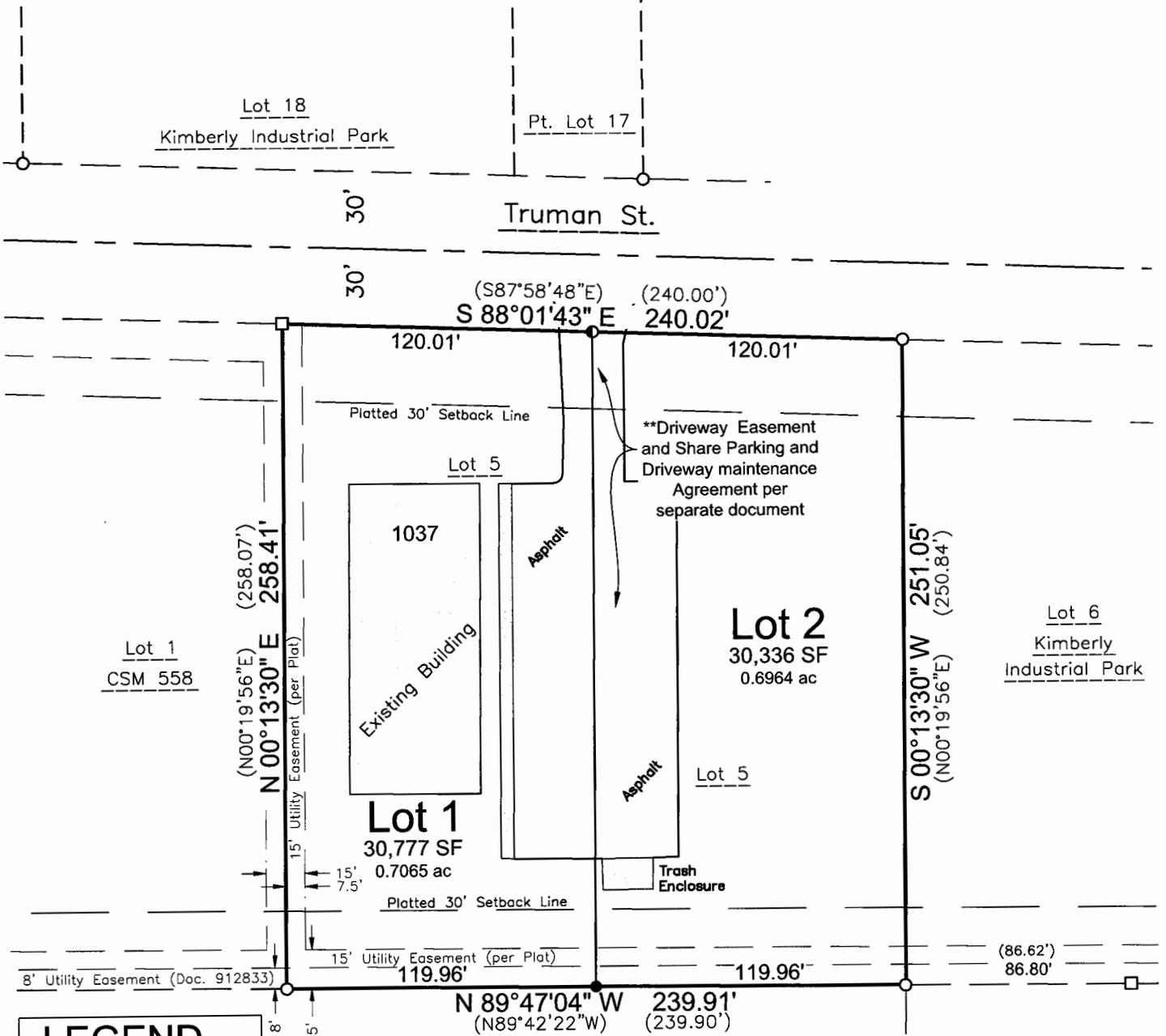
- **Basic Materials**
  - Completed Application
  - Legal Description of Site
  - Two (2) full size paper prints of the preliminary or final plat prepared in accordance with Village Subdivision Regulations
  - Twelve (12) copies of the subdivision plat reduced to 8 ½" x 11"
  - One copy of the Certified Survey Map
  - Digital (PDF) Copy of Preliminary Plat, Final Plat, or CSM

**Staff Use Only:**

Fees Collected: _____	Date Received: _____	Staff Initials: _____
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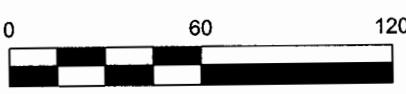
# Certified Survey Map No. \_\_\_\_\_

Lot 5, Kimberly Industrial Park Plat, Located in Government Lot 6 and 7 of Section 28, Township 21 North, Range 18 East, Village of Kimberly, Outagamie County, Wisconsin.



**LEGEND**

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- Masonry (PK) Nail SET
- 3/4" Rebar Found
- 1" Iron Pipe Found
- ⊙ Government Corner
- ( ) Recorded As



Bearings are referenced to the South line of the Northeast 1/4, Section 28, T21N, R18E, assumed to bear N86°26'30"W, base on the Outagamie County Coordinate System.

CTH "CE"

Southwest Corner  
Section 28, T21N, R18E  
1 1/4" Rebar Found 1029.27'

Southeast Corner  
Section 28, T21N, R18E  
MAG Nail Found

Survey for:  
**Jonen Family  
Limited Partnership**  
PO Box 64  
Kewaunee, WI 54216



**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866 Fax: 920-441-0804  
www.davel.pro

Scott R. Andersen  
Professional Land Surveyor  
No. S-3169

Date  
File: 8185CSM.dwg  
Date: 03/22/2024  
Drafted By: scott  
Sheet: 1 of 3

Certified Survey Map No. \_\_\_\_\_

Lot 5, Kimberly Industrial Park Plat, Located in Government Lot 6 and 7  
of Section 28, Township 21 North, Range 18 East,  
Village of Kimberly, Outagamie County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Village of Kimberly, and under the direction of Jonen Family Limited Partnership, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is Lot 5, Kimberly Industrial Park Plat, Located in Government Lot 6 and 7 of Section 28, Township 21 North, Range 18 East, Village of Kimberly, Outagamie County, Wisconsin containing 61,113 Square Feet (1.4030 Acres) of Land. Described Parcel is subject to all easements, and restrictions of record.

\_\_\_\_\_  
Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169

Owners' Certificate

As the property owners, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Village of Kimberly

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Print Name

State of Wisconsin )  
                                  )SS  
\_\_\_\_\_) County)

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_ My Commission Expires \_\_\_\_\_  
Notary Public, Wisconsin

Certified Survey Map No. \_\_\_\_\_

Lot 5, Kimberly Industrial Park Plat, Located in Government Lot 6 and 7  
of Section 28, Township 21 North, Range 18 East,  
Village of Kimberly, Outagamie County, Wisconsin.

Village Board Resolution

Resolved, that this certified survey map in the Village of Kimberly, Outagamie County, Jonen Family Limited Partnership, the property owners, is hereby approved by the Village Board of the Village of Kimberly.

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Village Board of the Village of Kimberly.

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the Village of Kimberly and Outagamie County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

\_\_\_\_\_  
Village Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owner of record:  
Jonen Family Limited Partnership

Recording Information:  
Doc. 1695180

Parcel Number(s):  
250191500

\_\_\_\_\_  
Scott R. Andersen                      Date  
Professional Land Surveyor  
No. S-3169

File: 8185CSM.dwg  
Date: 03/22/2024  
Drafted By: scott  
Sheet: 3 of 3