



VILLAGE PLAN COMMISSION AGENDA

Tuesday, June 17, 2025 at 5:00pm
Rick J. Hermus Council Chambers
515 W. Kimberly Ave.
Kimberly, WI 54136

-
1. Call to Order
 2. Roll Call
 3. Moment of Silent Reflection, Pledge of Allegiance
 4. Approval of May 20, 2025 Meeting Minutes
 5. Unfinished Business for Consideration or Action
 - a. None
 6. New Business for Consideration or Action
 - a. Preservation of Topography Exception – 1114 Sunset Drive
 - b. Site & Architectural Review – Zimmer Financial Group – 717 Eisenhower Drive
 7. Adjournment

Plan Commission

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

<https://meet.goto.com/894788813>

You can also dial in using your phone.

Access Code: 894-788-813

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

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 accommodations may be made.

**VILLAGE OF KIMBERLY
PLAN COMMISSION MINUTES
05/20/2025**

A meeting of the Village Kimberly Plan Commission was called to order on Tuesday, May 20, 2025, at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave, by President Kuen.

Commissioners Present: President Chuck Kuen, Commissioners: Norb Karner, Michael Robach, Jeremy Freund, and Todd Schneider
Commissioners Excused: Dave Vander Velden and Nancy Bourassa
Staff Present: Deputy Clerk Erica Ziegert, Administrator/Director of Public Works Danielle Block and Community Development Director Sam Schroeder

Election of Vice-Chair

President Kuen nominated Norb Karner to serve as vice-chair, Commissioner Freund seconded the nomination. Motion carried by a 4-0 vote with Commissioner Karner abstaining.

Approval of Minutes from the 04-15-2025 Meeting

Commissioner Karner moved, Commissioner Freund seconded the motion to approve. Motion carried by unanimous vote.

Unfinished Business

None

New Business

Extraterritorial Certified Survey Map – W3110 Creekview Lane, Appleton, WI (Town of Buchanan)

Commissioner Karner moved, Commissioner Schneider seconded the motion to approve the proposed Extraterritorial Certified Survey Map as presented. Motion carried by unanimous vote.

Certified Survey Map – 103/109 W Kimberly Avenue

Commissioner Karner moved, Commissioner Robach seconded the motion to approve the updated one Lot Certified Survey Map located at 103-109 W Kimberly Ave as presented. Motion carried by unanimous vote.

Site & Architectural Review – 103/109 W Kimberly Avenue (New Construction – Dance Studio)

Commissioner Schneider moved, Commissioner Karner seconded the motion to approve the site plan and architectural components for Footworks Dance Company by Kim, LLC located at 103/109 W Kimberly Ave as presented, contingent upon the following: 1. Additional façade elements shall be considered prior to the issuance of building permits to break up the long expansive walls and roof line. 2. All lighting shall be full cutoff unless it is less than 1,200 lumens and meets Village Ordinance. 3. A solid fence shall be provided within the buffer yard and the proposed landscape materials shall not be less than 5 feet tall at the time of install. 4. Additional landscaping or planter boxes shall be provided along the front of the building. 5. The 3 foot asphalt strip along the alley shall be removed and blended with the green space. 6. Grading of

the site shall be verified to ensure no negative impacts to the surrounding residential development. 7. Any refuse beyond standard residential carts shall be screened from off-site view and be located in the rear of the building. Motion carried by unanimous vote.

Discussion: § 525-93: Accessory uses and structures and § 525-134: Definitions and word usage

Director Schroeder summarized the intent of the discussion as it relates to accessory uses and structures regarding total garage size allowance; attached and detached garages; and definition of "utility structure" (inclusion of gazebos and pergolas). General discussion ensued. The Commission directed staff to bring back an ordinance for consideration. There was no action taken on this item.

Adjournment

Commissioner Karner moved, Commissioner Freund seconded the motion to adjourn. Motion carried by unanimous vote at 5:22pm.

Erica Ziegert
Deputy Clerk
Dated 05/21/2025



Village of Kimberly Request for Plan Commission Recommendation

ITEM DESCRIPTION: Preservation of Topography – 1114 Sunset Drive

REPORT PREPARED BY: Sam Schroeder, Community Development Director

REPORT DATE: June 17, 2025

EXPLANATION: The property owners of 1114 Sunset Drive have submitted an application for a special exception to the preservation of topography language within the Village Zoning Code. Per § 525-10F:

"Preservation of topography. In order to protect the property owner from possible damage due to change in the existing grade of adjoining lands and to aid in preserving and protecting the natural beauty and character of the landscape, no change in the existing topography of any land shall be made which would result in increasing any portion of the slope to a ratio greater than 1 1/2 horizontal to one vertical within a distance of 20 feet from the property line, except with the written consent of the owner of the abutting property and with the approval of the Plan Commission, or which would alter the existing drainage or topography in any way as to adversely affect the adjoining property. In no case shall any slope exceed the normal angle of slippage of the material involved, and all slopes shall be protected against erosion."

Located in the backyard currently is a pool and a surrounding deck. Being a river front property, the site has a steep slope from Sunset Drive to the river. The Applicant is desirous to remove the deck and replace this with a retaining wall.

Both neighbors to the east and west have provided written consent as required.

RECOMMENDED ACTION: Staff recommends approval of preservation of topography exception for 1114 Sunset Drive as presented, with the following conditions:

1. The proposed shed shall meet ordinance and obtain a separate building permit.



VILLAGE OF KIMBERLY

Site Review Application

Submit to:

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

Applicant Information

Petitioner: WILLIAM RITCEY Date: 06/11/2025
Petitioner Address: 1114 SUNSET DR City: KIMBERLY State: WI Zip: 54136
Telephone #: (920) 819-5546 Fax: () email: RITCEYW@GMAIL.COM
Status of Petitioner (please check one): ☒ Owner ☐ Representative ☐ Tenant ☐ Prospective Buyer

Petitioner's Signature (required): William K. Ritcey

Owner Information

Owner(s): William K Ritcey & Cynthia Ritcey Fox Date: _____
Owner(s) Address: 1114 SUNSET DR City: KIMBERLY State: WI Zip: 54136
Telephone #: (920) 819-5546 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: William K Ritcey Date: 06/11/2025

Site Information

Address/Location of Proposed Project: 1114 SUNSET DRIVE Zoning: RES
Proposed Project or Use: PERSONAL RESIDENTIAL
Current or last Use of Property: PERSONAL RESIDENTIAL
Land Uses Surrounding this Address: North: FOX RIVER
South: SUNSET DRIVE
East: RESIDENTIAL
West: RESIDENTIAL

- 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.

June 11, 2025

To Whom It May Concern;

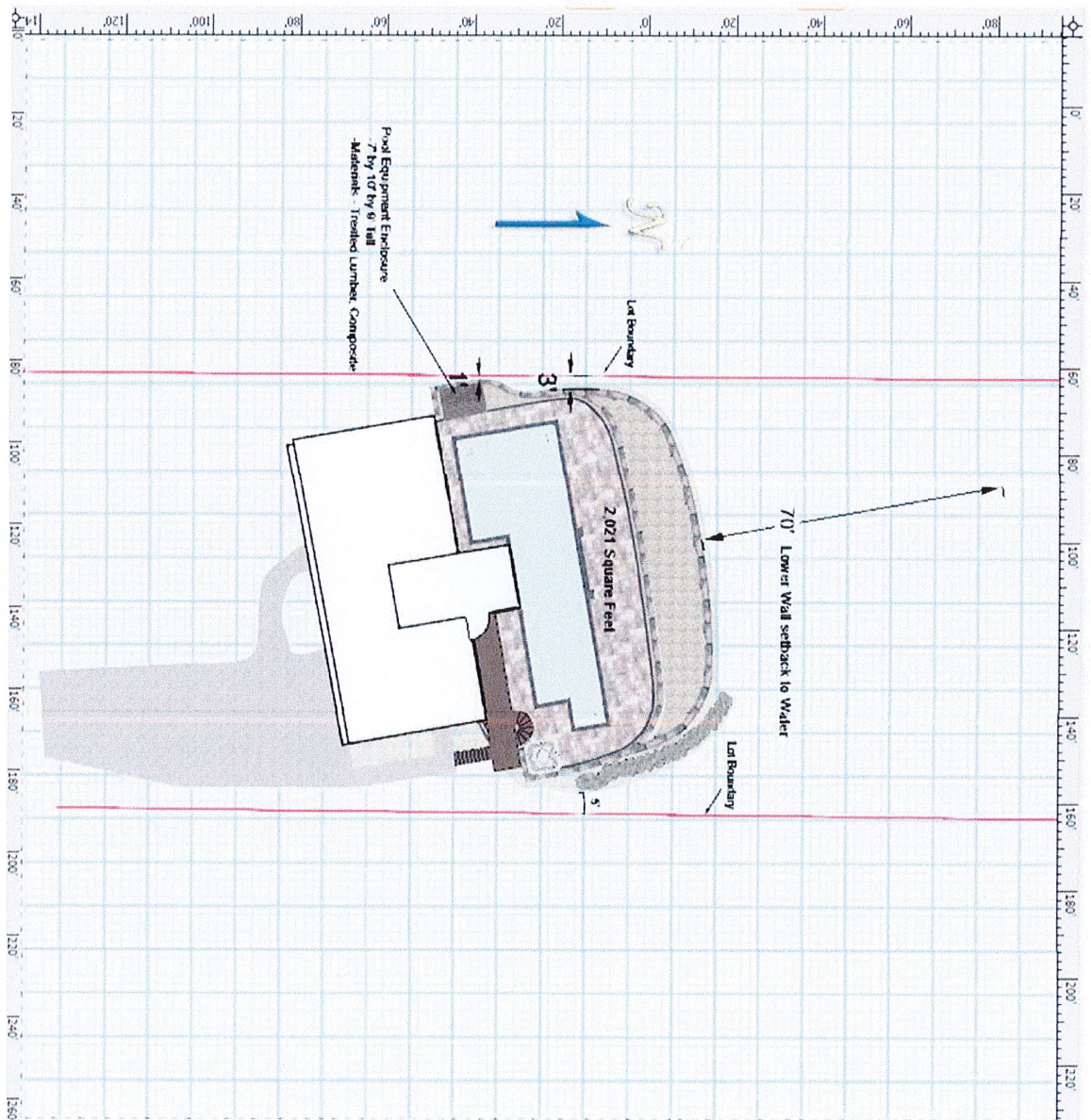
Currently, the backyard of the property at 1114 Sunset Drive in Kimberly, WI is a private residence. It includes a pool and surrounding wooden deck, both of which have been in place for over 20 years. The wooden deck is showing wear and, although still quite serviceable, needs to be replaced.

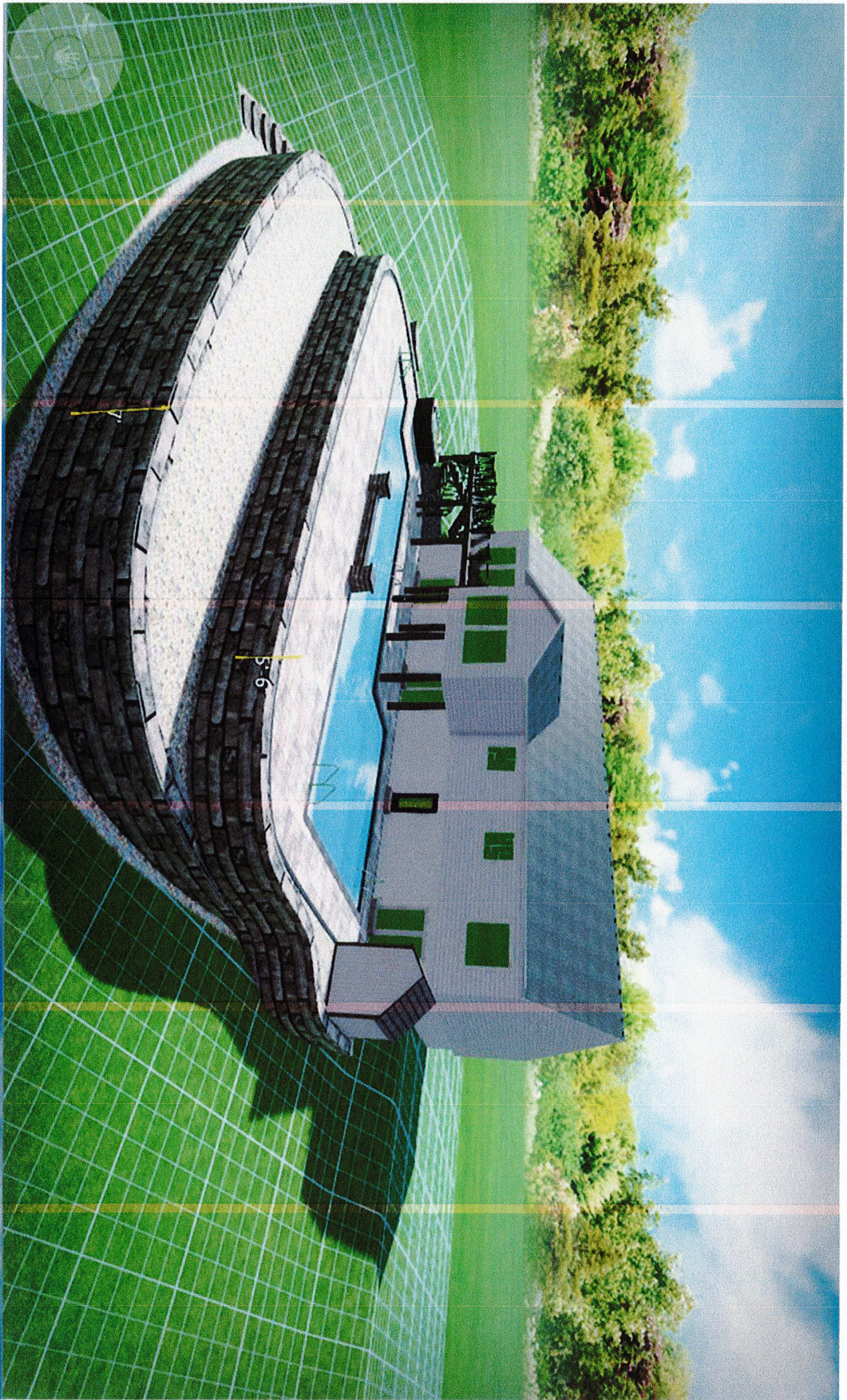
We have worked with The Springhetti Group to establish a design (attached) for a solution which will be primarily stone, which would be much longer term than simply replacing the deck with another wooden design.

Since this is a replacement of an existing deck, there will be no change to the property in use. This includes an absence of noise, hours of operation, glare, odor, fumes, vibration, etc. other than that during construction, which will start the last week of August and be completed by the end of October. Neighbors on both sides of our property have been made aware of this proposed project and have signed off on the process and design.

Once completed the property will continue to be used as a private residence, with no change to the use of the property. As such, there is no impact on current traffic generation or other issues.

Should there be any further questions we can be reached at (920) 819-5546 or ritceyw@gmail.com.











Village of Kimberly Request for Plan Commission Recommendation

ITEM DESCRIPTION: Site & Architectural Review – Zimmer Financial Group located at 717 Eisenhower Drive

REPORT PREPARED BY: Sam Schroeder, Community Development Director

REPORT DATE: June 17, 2025

EXPLANATION: The Zimmer Financial Group has submitted a site review application for the construction of a new front entrance and façade renovation at their office located at 717 Eisenhower Drive. The property totals 2.43 acres, zoned I-1 Limited Industrial and located within the Kimberly Industrial Park Plat. The building is 10,000 square feet, with seventy-five percent of this being Zimmer Financial and the other quarter being leased to other office users. The property has two vehicular access points off of Truman Street with the leased space facing south and the main entrance for Zimmer Financial facing west towards Eisenhower Drive.

The proposed project would include the construction of a larger front vestibule along the west façade adding form to the building, identifying the front entrance and enhancing the façade materials with the use of additional stone veneer, composite wood siding, EFIS and narrow batten black steel siding. A matching façade without the large entrance would be added to the south façade. The north and east facades will remain largely untouched at this time.

Per the Kimberly Industrial Park Covenants:

“Complete architectural design must be given to all facades of all buildings with all side and rear elevations being given architectural treatments compatible with the front elevation of the building and all buildings must be approved by the Industrial Development Board.”

In conversations with ownership, they are in the works of planning a second and third phase of the project which would include the façade renovation of the remaining two sides and the design and future construction of an addition to the east. Due to this, no additional requirements of these facades are being required at this time.

Attached to this staff report includes:

1. Site Plan Review Application
2. Plan Drawings

Staff has completed a review of the site for compliance with the Kimberly Municipal Code whereas the proposed project substantially meets code and notes the following:

1. **Lighting.** In conversations with the contractor, the only proposed change to the lighting will be within the new canopy having some additional recessed lights and minor architectural up lighting. Provided all the lighting is kept within the overhang, no lighting plan was required.
2. **Landscaping.** It is likely that the landscaping around the building will be removed throughout the construction project. No specific landscape plan was provided, but the landscaping shall be reinstalled at a comparable level to the existing design.

3. **Signage.** The plan calls for signage by others. Any new sign would require a separate sign permit application.
4. **Building Inspections and Approvals.** Building plan review and inspections will be completed by the Village of Kimberly. All necessary permits shall be applied for prior to additional work being done.

RECOMMENDED ACTION: Staff recommends approval of the site plan and architectural components for Zimmer Financial Group located at 717 Eisenhower Drive as present, contingent upon the following:

1. Future façade improvements to the north and east facades and/or additions shall be given similar architectural treatments to the West and South facades.
2. Landscaping near the building shall be reinstalled in comparison to the existing landscape design following the construction of the project.
3. Any proposed signage shall be separately reviewed.



VILLAGE OF KIMBERLY
Site Review Application

Submit to:

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

Applicant Information

Petitioner: ZIMMER FINANCIAL GROUP Date: 6-6-25
Petitioner Address: 717 EISENHOWER DR City: KIMBERLY State: WI Zip: 54136
Telephone #: (920) 739-9244 Fax: (920) 739-5456 email: TOM@ZIMMERFINANCIAL.COM
Status of Petitioner (please check one): ☒ Owner ☐ Representative ☐ Tenant ☐ Prospective Buyer
Petitioner's Signature (required): [Signature]

Owner Information

Owner(s): MICHAEL, JOHN, THOMAS ZIMMER Date: 6-6-25
Owner(s) Address: 717 EISENHOWER DR City: KIMBERLY State: WI Zip: 54136
Telephone #: (920) 739-9244 Fax: (920) 739-5456 email: TOM@ZIMMERFINANCIAL.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: [Signature] Date: 6-6-25

Site Information

Address/Location of Proposed Project: 717 EISENHOWER DRIVE Zoning: _____
Proposed Project or Use: UPDATING SOUTH & WEST EXTERIOR FACADES OF BUILDING
Current or last Use of Property: FINANCIAL PLANNING PRACTICE
Land Uses Surrounding this Address: North: PROPERTY IS
South: IN THE
East: KIMBERLY BUSINESS
West: PARK

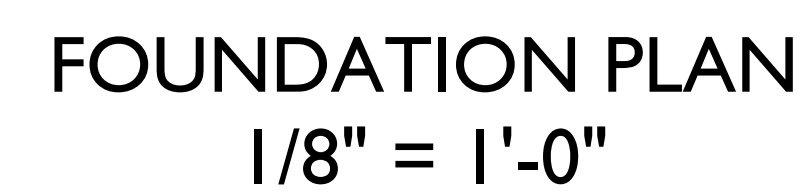
- It is recommended that the applicant meet with Village Department staff prior to submittal to review the project and submitted materials.
- Application Fees must be submitted with the application.

DESIGN



ESKUCHE
DESIGN GROUP

612-296-7575





THIN STONE VENEER



NU TECH WOOD
COMPOSITE SLATTED
SIDING

CONSTRUCTION

Hartwood Homes
Inc.

920-580-0081

FIRESTONE UNACLAD UC-7 NARROW
BATTEN @ 14.25 O.C. IN STEEL MATTE
BLACK

8' TALL FLAT ROOF CANOPY WITH
CONCEALED SEAM FIRESTONE UNACLAD
SIDES AND SOFFIT W/ EPDM ROOF -
FRAMED PER CODE WITH MINIMAL PITCH -
CUSTOM SQUARE CUT UNACLAD
MATCHING GUTTER

SIGNAGE BY OTHER

NEW CLAD DRIP EDGE

EIFS TYPICAL AT NEW ENTRY
STRUCTURE FACE, EXTERIOR AND
INTERIOR FINISHES

NU TECH WOOD
NORWEGIAN BOARD SLATTED SIDING W/ ROD CLIP
MOUNTING SYSTEM - COLOR BRAZILIAN IPE

BLACK GLAZING PANEL WITH ALUM FRAME TO SIMULATE
ADJACENT WINDOWS BY WINDOW GLAZER

EXTEND NEW PARAPET WALL VERTICALLY MIN. 12" ABOVE
EXISTING ROOF FOR PROPER FLASHING



EXISTING ENTRY
GLAZING TO REMAIN

NEW STONE VENEER

NEW IN-FILL SIDE PANELS IN METAL CLAD TO
MATCH ENTRY ALUMINUM IN FIRESTONE
UNACLAD

PROPOSED WEST ELEVATION
1/4" = 1'-0"

ZIMMER
FINANCIAL

**PRELIMINARY
BID SET**

9 APRIL 2025



REMOVE CLADDING, SUBSTRATE TO REMAIN

REMOVE GUTTER @ WEST ELEVATION ONLY TO ALLOW FOR
NEW CONSTRUCTION

REMOVE WALL
MOUNTED LIGHTS

REMOVE STONE VENEER TO
ALLOW FOR NEW STONE VENEER

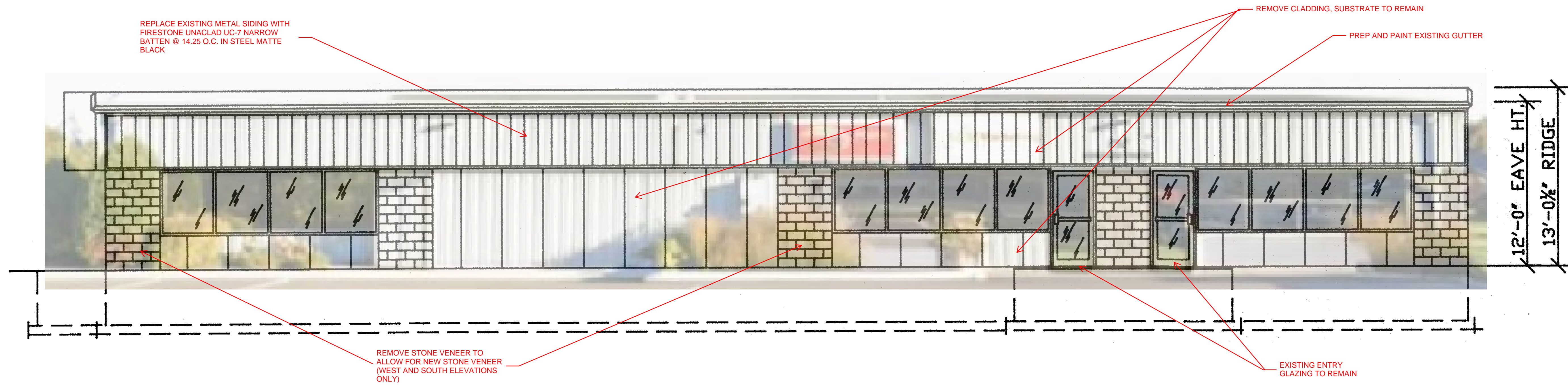
EXISTING ENTRY
GLAZING TO REMAIN

EXISTING / DEMO WEST ELEVATION
1/4" = 1'-0"

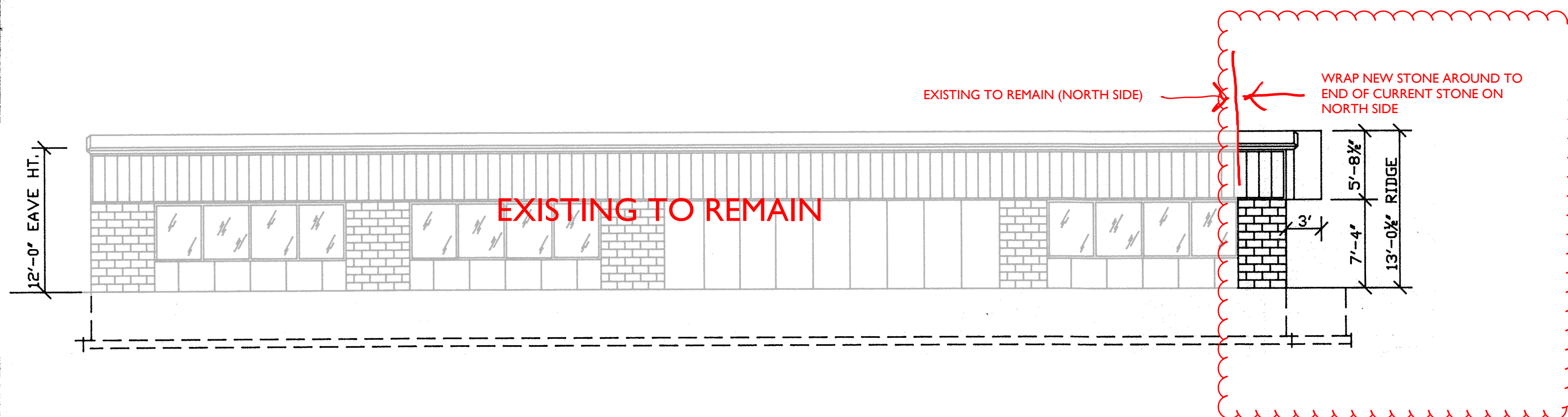
DESIGN

ESKUCHE
DESIGN GROUP

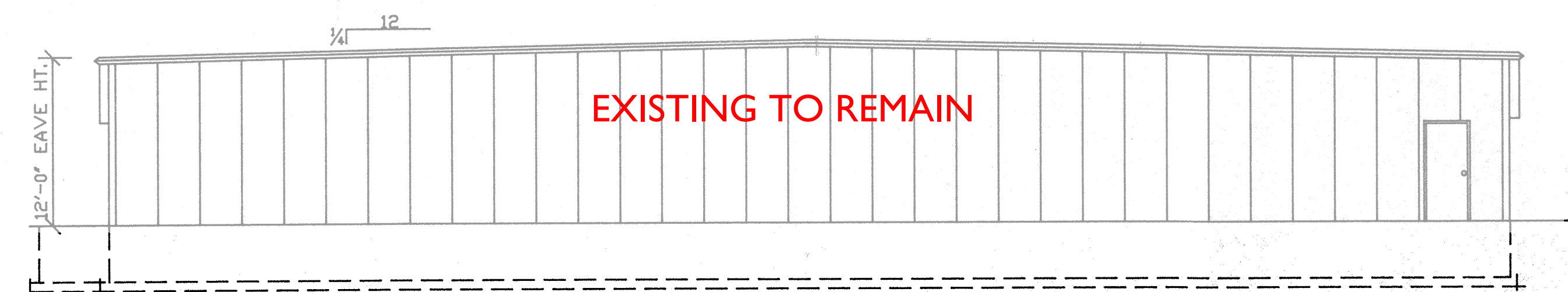
612-296-7575



EXISTING/PROPOSED SOUTH ELEVATION
1/4" = 1'-0"



NORTH ELEVATION
1/8" = 1'-0"



EAST ELEVATION
1/8" = 1'-0"

ZIMMER
FINANCIAL

PRELIMINARY
BID SET

9 APRIL 2025