



VILLAGE PLAN COMMISSION AGENDA

Tuesday, July 15, 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 June 17, 2025 Meeting Minutes**
5. **Public Hearing**
 - a. Public Hearing Ordinance No. 2, Series 2025 Amending Chapter 525, Zoning Code of the Village of Kimberly Municipal Code related to Referenced Fees
 - b. Public Hearing Ordinance No. 3, Series 2025 Amending Chapter 514, Subdivision Code of the Village of Kimberly Municipal Code related to Referenced Fees
6. **Unfinished Business for Consideration or Action**
 - a. None
7. **New Business for Consideration or Action**
 - a. Preservation of Topography Exception – 310 Rivers Edge Drive
 - b. Site & Architectural Review – Gathering Hub – 728 Schelfhout Lane
 - c. Ordinance No. 2, Series 2025 Amending Chapter 525, Zoning Code of the Village of Kimberly Municipal Code related to Referenced Fees
 - d. Ordinance No. 3, Series 2025 Amending Chapter 514, Subdivision Code of the Village of Kimberly Municipal Code related to Referenced Fees
8. **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
06/17/2025

A meeting of the Village Kimberly Plan Commission was called to order on Tuesday, June 17, 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, Nancy Bourassa, Dave Vander Velden and Todd Schneider

Commissioners Excused: None

Staff Present: Deputy Clerk Erica Ziegert, Administrator/Director of Public Works Danielle Block and Community Development Director Sam Schroeder

Approval of Minutes from the 05-20-2025 Meeting

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

Unfinished Business

None

New Business

Preservation of Topography Exception – 1114 Sunset Drive

Commissioner Karner moved, Commissioner Vander Velden seconded the motion to approve the preservation of topography exception for 1114 Sunset Drive as presented, with the following conditions: The proposed shed shall meet ordinance and obtain a separate building permit.

Motion carried by unanimous vote.

Site & Architectural Review – Zimmer Financial Group – 717 Eisenhower Drive

Commissioner Vander Velden moved, Commissioner Schneider seconded the motion to approve the site plan and architectural components for Zimmer Financial Group located at 717 Eisenhower Dr as presented, contingent upon the following: 1. Future facade 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. Motion carried by unanimous vote.

Adjournment

Commissioner Karner moved, Commissioner Freund seconded the motion to adjourn. Motion carried by unanimous vote at 5:05pm.

Erica Ziegert
Deputy Clerk
Dated 06/18/2025



VILLAGE OF KIMBERLY

515 W. Kimberly Avenue

Kimberly, WI 54136

THE VILLAGE OF KIMBERLY NOTICE OF PUBLIC HEARING

TAKE NOTICE that the Village Board of the Village of Kimberly, Wisconsin (the “Board”) will hold a public hearing on a proposed text amendment to the Zoning Code, Chapter 525 of the Municipal Ordinance pertaining to referenced fees. The Board will be considering the amendment following a public hearing on Monday, July 21, 2025, at 5:00pm or shortly thereafter. An informal hearing will be considered as well at the Village Plan Commission meeting on Tuesday, July 15, 2025, at 5:00pm or shortly thereafter. Both hearings will take place at the Kimberly Municipal Complex, 515 W Kimberly Avenue, Kimberly, Wisconsin in the Council Chambers. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed determination.

THE VILLAGE OF KIMBERLY, WISCONSIN

Published: July 2nd and July 9th, 2025



VILLAGE OF KIMBERLY

515 W. Kimberly Avenue

Kimberly, WI 54136

THE VILLAGE OF KIMBERLY NOTICE OF PUBLIC HEARING

TAKE NOTICE that the Village Board of the Village of Kimberly, Wisconsin (the “Board”) will hold a public hearing on a proposed text amendment to the Subdivision Code, Chapter 514 of the Municipal Ordinance pertaining to referenced fees. The Board will be considering the amendment following a public hearing on Monday, July 21, 2025, at 5:00pm or shortly thereafter. An informal hearing will be considered as well at the Village Plan Commission meeting on Tuesday, July 15, 2025, at 5:00pm or shortly thereafter. Both hearings will take place at the Kimberly Municipal Complex, 515 W Kimberly Avenue, Kimberly, Wisconsin in the Council Chambers. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed determination.

THE VILLAGE OF KIMBERLY, WISCONSIN

Published: July 2nd and July 9th, 2025



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

ITEM DESCRIPTION: Preservation of Topography – 310 Rivers Edge Dr
REPORT PREPARED BY: Sam Schroeder, Community Development Director
REPORT DATE: July 15, 2025
<p>EXPLANATION: The property owners of 310 Rivers Edge Drive have submitted an application for a special exception to the preservation of topography language within the Village Zoning Code. Per § 525-10F:</p> <p><i>“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, <u>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.</u>”</i></p> <p>This is a new home constructed in 2024 along the steep banks of the Fox River. Due to the soil conditions and steep slopes, the homeowner is in dire need of a retaining wall to stabilize the hill side and prevent further erosion or destabilization of the property.</p> <p>The neighbor to the west whom the retaining wall is impacting has provided consent.</p>
RECOMMENDED ACTION: Staff recommends approval of preservation of topography exception for 310 Rivers Edge Drive as presented.



VILLAGE OF KIMBERLY
Site Review Application

Submit to:

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

Applicant Information

Petitioner: Junhuan Ding Date: 07/01/2025

Petitioner Address: 310 Rivers Edge Dr City: Kimberly State: WI Zip: 54136 Telephone #:

(312) 5043383 Fax: () email: dingjunhuan@gmail.com Status of Petitioner

(please check one): Owner Representative Tenant Prospective Buyer

Petitioner's Signature (required):

Junhuan Ding

Owner Information

Owner(s): Junhuan Ding Date: 07/01/2025

Owner(s) Address: 310 Rivers Edge Dr City: Kimberly State: WI Zip: 54136
Telephone #: (312) 5043383 Fax: () email: dingjunhuan@gmail.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: *Junhuan Ding* Date: 07/01/25

Site Information

Address/Location of Proposed Project: 310 Rivers Edge Dr Zoning: Residential

Proposed Project or Use: Residential

Current or last Use of Property: Residential

Land Uses Surrounding this Address: North: Fox River

South: Rivers Edge Dr

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.





Village of Kimberly Request for Plan Commission Recommendation

ITEM DESCRIPTION: Site & Architectural Review – Gathering Hub located at 728 Schelfhout Lane
REPORT PREPARED BY: Sam Schroeder, Community Development Director
REPORT DATE: July 15, 2025
<p>EXPLANATION: MJI Building Services on behalf of the Gathering Hub has submitted a site review application to convert the former Footworks Dance Company building located at 728 Schelfhout Lane into an event space. The property was purchased by the current owner on May 28, 2025, who intends to operate her own event venue being the Gathering Hub. Around the time the property was acquired, the owner had reached out to apply for a liquor license. Upon this contact and information from the Clerk’s office, the Village staff sat down with the owner of the property, realtor, and architect to discuss the proposed project, business plan, concerns, in addition to the approval process.</p> <p>The venue will include a large and smaller gathering space, enlarged restroom facilities, an office, and a food prep room. No food would be made on-site. Based upon the square footage, the max occupancy per code is 388 people. The owner has requested a reduction to this occupancy load with signage postage for a maximum of 250 people to avoid additional fire barriers and/or sprinklers. Although the occupancy load is much larger per building code, the owner has stated that most events would be anticipated to have 30 to 50 people.</p> <p>The property is zoned B-1, general business district and totals 0.9 acres with 37 on-site parking stalls plus 7 shared stalls north of the building. The building totals 9,360SF.</p> <p>Attached to this staff report includes:</p> <ol style="list-style-type: none"> 1. Site Plan Review Application 2. Project Description 3. Plan Drawings <p>Scope of Project – Reference Project Description and Plans for additional insight.</p> <ol style="list-style-type: none"> 1. 9,360SF building 2. Minimal exterior improvements 3. New Signage 4. 37 on-site parking stalls (plus 7 shared) 5. Interior remodel <p>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:</p> <ol style="list-style-type: none"> 1. Parking. Based upon the use and the limited amount of on-site parking, the Village has shared concerns with owner in this regard. An event space is not clearly defined in code as to what the minimum parking requirements are. In looking at similar uses, per code the Village could implement the following: community centers: 1 stall per 5 seats or 20% of the capacity in persons

whichever is greater (50 stalls required at occupancy of 250); funeral home and similar-type: 1 per 50 SF of assembly room (123 stalls required); other business/commercial uses: 1 per 300SF of floor area (31 stalls required).

The owner has been in contact with several neighboring property including Kwik Trip, Village Community Church, Anduzzi's, the High School, and Christ the King Church. To date, the owner has received written approval from both Village Community Church and Anduzzi's via email although, Village Community Church is a tenant and not the owner of that property. The owner has also received verbal approval from Kwik Trip to use the 9 stalls located along the western side of their property during larger events for staff parking. Other parties are open to the conversations for large overflow events, but nothing has been officially agreed upon.

Village ordinance does allow for off-lot parking whereas agreements are in place. In addition, parking is permitted on Schelfhout further to the north and both sides of Kennedy Ave. There are no pedestrian facilities, however, around this property and parking on Kennedy Ave at the curve could be further restricted if there were visual obstruction concerns in the future.

2. **Noise.** Due to the proximity of this event venue to the residential properties to the west, there is a concern that noise could travel through the building and impact surrounding neighboring homes. Staff is recommending considerations for noise dampening material to be used throughout the buildout of the interior as well as the landscaping to the west to be maintained.
3. **Lighting.** Any upgrades to lighting shall be full cut off and meet code.
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 the Gathering Hub located at 728 Schelfhout Lane as presented, contingent upon the following:

1. A letter from MSA or the Fire Department is provided accepting a reduced occupancy shall be provided.
2. Occupancy shall be reduced to 200 (37 on-site stalls plus half of the 7 shared stalls divided by 20% similar to Community Center Use) or an official agreement acceptable to the Village staff shall be provided with a neighboring property for a minimum of 10 parking stalls at 250 occupancy load or more if exception is not granted in order to meet the max occupancy load.
3. Noise dampening materials shall be considered in the buildout of the interior as well as the landscaping along the western property line shall be maintained.
4. Any outdoor lighting improvements shall be full cut off and meet code.



VILLAGE OF KIMBERLY
Site Review Application

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

Applicant Information

Petitioner: MJI Building Services - Tim Carlson Date: 6/18/2025

Petitioner Address: 620 N Lynndale Dr | Suite 110 City: Appleton State: WI Zip: 54914

Telephone #: (920) 422-5791 Fax: () email: tim@buildwithmji.com

Status of Petitioner (please check one): ___ Owner X Representative ___ Tenant ___ Prospective Buyer

Petitioner's Signature (required): [Handwritten Signature]

Owner Information

Owner(s): JPLAMANN LLC Date: 6/18/2025

Owner(s) Address: W2631 Ruby CT City: Appleton State: WI Zip: 54915

Telephone #: (920) 475-6905 Fax: () email: 1971jsp@gmail.com

Ownership Status (please check one): X 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: [Handwritten Signature] Date: 6/18/2025

Site Information

Address/Location of Proposed Project: 728 Schelfhout Lane Zoning: B-1 (Business General)

Proposed Project or Use: Event Venue

Current or last Use of Property: Dance Studio

Land Uses Surrounding this Address: North: B1 - Retail / Restaurant

South: B-1 - Bar / Restaurant

East: B-1 - Kwik Trip (Gas / Convenience Store)

West: R-1 - Single-Family 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.

Site Review Application – 728 Schelfhout Lane – Owner: Jennifer Plamann

The property at 728 Schelfhout Lane is being transformed from a dance studio with multiple small rooms into an open concept party planning and small to medium size event venue rental location. The renovation plan is to change the inside of the building to an open concept venue, add additional restrooms and an additional entry door, and create a small bar area and prep room for cater use. There will be limited outdoor changes – primarily cosmetic – including landscaping, parking lot resurfacing and updating the outdoor lighting.

The primary events that will be hosted at the venue include children’s birthday parties, baby and bridal showers, adult parties, and events such as book clubs, bingo, business meetings.

The impact of this new business on surrounding local businesses will be positive. The businesses directly near the venue will benefit due to the increase traffic flow and visibility – specifically Kwik Trip, restaurants (Anduzzi’s, Funky Franks, Mexican) and Wildfire Coffee House. In addition, because no food will be sold or made from the venue, the potential for using these establishments for catering exists.

There will be no “environmental impact” (fumes, glare, odor, etc.) and the venue will not offer any outside activities as part of rental nor will there be cooking odors. Hours of operation will vary by day, with latest closing time being midnight on Saturday night if an event is booked. With Anduzzi’s bar and outside patio across the street, the event venue will not generate noise that is unfamiliar or unacceptable in the neighborhood. In addition, the visual appeal of the property will increase due to the attention and plans of updates which is beneficial to the properties surrounding the venue.

The venue has 43 parking spots which will handle a small to medium size event of 30 – 50 people, which is the expected average of most events. If the occasional larger event is booked, the plan is to work with the church to the north (within 500 feet) to use their parking facilities in exchange for a donation (see attached correspondence) as well as use some parking across the street at Kwik Trip for myself and any staff member. In addition there is an access easement across the properties to the north (see attached) to better utilize overflow parking at the church to the north.

INTERIOR ALTERATION GATHERING HUB

728 SCHELFHOUT LANE | KIMBERLY, WISCONSIN

CODE SUMMARY

2015 INTERNATIONAL BUILDING CODE (IBC), 2015 INTERNATIONAL EXISTING BUILDING CODE, 2015 INTERNATIONAL FIRE CODE (IFC), 2015 INTERNATIONAL MECHANICAL CODE (IMC) AND 2015 INTERNATIONAL ENERGY CONSERVATION CODE (IECC), ELECTRICAL CODE (2017 NFPA 70), 2018 WISCONSIN UNIFORM PLUMBING CODE WITH WISCONSIN AMENDMENTS (WISCONSIN ADMINISTRATIVE CODE SPS 361-366 - COMMERCIAL BUILDING CODE) APPLY TO THIS PROJECT IN ADDITION TO 2009 ICC / ANSI A117.1 'ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES'.

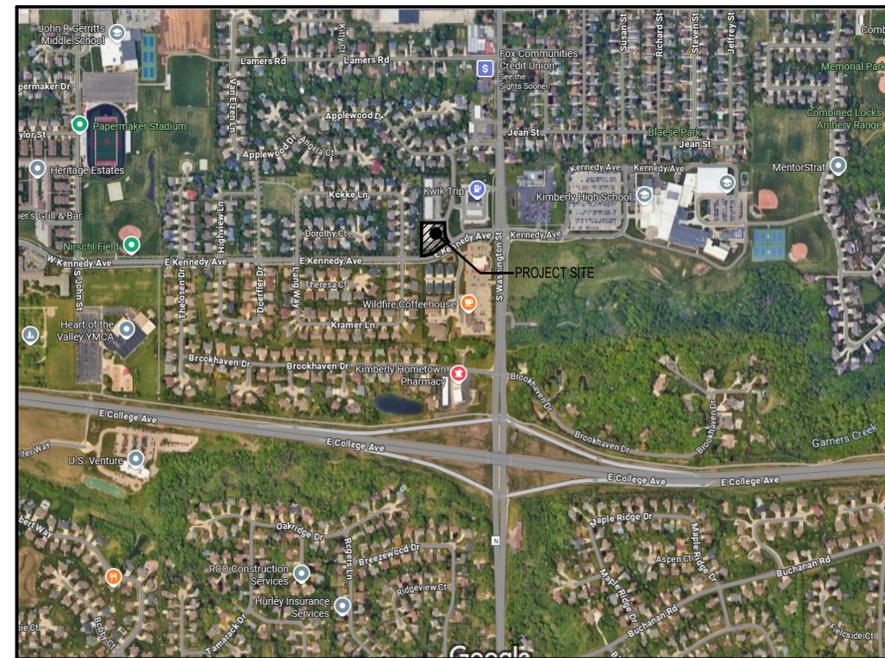
OCCUPANCY CLASSIFICATION (302.1):	A-3 (COMMUNITY HALL) - PREVIOUS USE: DANCE STUDIO
TYPE OF CONSTRUCTION (TABLE 601):	VB (COMBUSTIBLE, UNPROTECTED)
TABULAR HEIGHT AND AREA (TABLE 504.3/504.4/506.2):	1 STORY: 40 FEET: 6,000 GSF FRONTAGE INCREASE (506.3): $I = (\frac{32}{40} - 0.25) 28.04/30 = 0.57 \times 6,000 = 3,430 \text{ SQ. FT.}$
TOTAL ALLOWABLE HEIGHT AND AREA:	1 STORY: 40 FEET: 9,430 GSF
ACTUAL HEIGHT AND AREA:	1 STORY: 14'-8": 9,294 GSF
ALTERATION LEVEL (IEBC):	LEVEL III
OCCUPANCY SEPARATION (508):	NON-SEPARATED
FIRE RATINGS (TABLE 601)	
PRIMARY STRUCTURAL FRAME:	0 HOUR
BEARING WALLS:	0 HOUR
NON-BEARING WALLS:	0 HOUR
FLOOR CONSTRUCTION:	0 HOUR
ROOF CONSTRUCTION:	0 HOUR
EXTERIOR WALLS (TABLE 602):	0 HOUR
FIRE BARRIER (TABLE 707.3.10):	2 HOUR (OPENINGS - 90 MINUTES)
INTERIOR FINISHES (TABLE 803.11):	EXIT PASSAGES CLASS A / CORRIDORS CLASS A / ROOMS/SPACES CLASS C CLASS A: FLAME SPREAD INDEX 0-25; SMOKE DEVELOPED INDEX 0-450 CLASS B: FLAME SPREAD INDEX 26-75; SMOKE DEVELOPED INDEX 0-450 CLASS C: FLAME SPREAD INDEX 76-200; SMOKE DEVELOPED INDEX 0-450
FIRE PROTECTION (903.2):	NONE
MAXIMUM FIRE AREA (903.2):	12,000 GSF OR 300 OCCUPANTS
FIRE ALARM AND DETECTION SYSTEMS (907.1):	NONE
OCCUPANT LOAD (TABLE 1004.1.2)	ASSEMBLY (A-3) - 4,150 NSF / 15sf = 276.67 OCCUPANTS (GSF x 0.80 = NSF) BUSINESS (B) - 1,806 GSF / 100sf = 18.06 OCCUPANTS STORAGE / ACCESSORY (S-1) - 1,385 GSF / 300sf = 4.62 OCCUPANTS TOTAL 299.35 ~ 300 OCCUPANTS (ACTUAL OCCUPANCY MAXIMUM 250 OCCUPANTS)
POSTING OF OCCUPANT LOAD (1004.3):	POST "OCCUPANCY IS LIMITED TO ### PERSONS" FOR EACH MEETING ROOM AND OVERALL BUILDING OCCUPANT LOAD MAXIMUM 250 OCCUPANTS
EGRESS WIDTH (1005.3.2):	300 OCC. x 0.2 = 60 IN. (216 IN. PROVIDED)
COMMON PATH OF EGRESS TRAVEL (TABLE 1006.2.1):	75 FEET
SPACES WITH ONE EXIT (TABLE 1006.2.1):	49 OCC. / 75 FEET TRAVEL
EMERGENCY EGRESS ILLUMINATION (1008.2.1)	MIN. 1.0 Fc
EXIT ACCESS TRAVEL (TABLE 1017.2):	200 FEET
DEAD END CORRIDOR (1020.4):	20 FEET
SANITARY FIXTURES (TABLE 2902.1):	BASED ON 300 OCCUPANTS, 50% EACH SEX

BOTTLED DRINKING WATER PROVIDED TO EMPLOYEES AND GUESTS AT NO CHARGE.

ONE SET OF CONDITIONALLY APPROVED STAMPED DRAWINGS MUST BE KEPT ON THE JOBSITE AT ALL TIMES DURING CONSTRUCTION AND MADE AVAILABLE TO STATE AND LOCAL INSPECTORS.

IF PROJECT IS NOT LOCATED IN A MUNICIPALITY WITH DSPS COMMERCIAL BUILDING INSPECTION DELEGATED AUTHORITY, THE CONTRACTOR SHALL CONTACT THE STATE BUILDING INSPECTOR FOR REQUIRED INSPECTIONS OF WORK. SEE CONDITIONAL APPROVAL LETTER FOR CONTACT INFORMATION.

PROJECT LOCATION



KIMBERLY, WISCONSIN
NORTH NOT TO SCALE

SITE PLAN



728 SCHELFHOUT LANE
NORTH NOT TO SCALE

ISSUED FOR CONSTRUCTION

SHEET INDEX

G1.0	COVER SHEET
G1.1	GENERAL INFORMATION
A0.1	SCHEDULES, NOTES AND DETAILS
A1.1	FLOOR PLAN AND NOTES



GENERAL NOTES

- BUILDING CONSTRUCTION, INCLUDING MEP, SHALL MEET OR EXCEED ALL APPLICABLE ORDINANCES, CODES AND STANDARDS. IN CASE OF CONFLICT, THE MOST STRINGENT SHALL APPLY.
- FIELD VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS PRIOR TO CONSTRUCTION. CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND GENERAL CONTRACTOR PRIOR TO START OF CONSTRUCTION.
- REFER TO ALL DRAWINGS INCLUDING ARCHITECTURAL, SITE, STRUCTURAL, MECHANICAL, ELECTRICAL, PLUMBING AND/OR FIRE PROTECTION DRAWINGS FOR ADDITIONAL GENERAL NOTES, ABBREVIATIONS AND SYMBOLS.
- THIS PROJECT INCORPORATES DESIGN-BUILD CONTRACTORS WHO, IF NECESSARY, WILL CONTRACT WITH OWN ENGINEER OF RECORD FOR ANY REQUIRED SUBMITTALS INCLUDING HVAC, ELECTRICAL, LIGHTING, ENERGY CALCULATIONS, EMERGENCY EGRESS LIGHTING, EXTERIOR LIGHTING AND FIRE PROTECTION.
- ALL DRAWINGS ARE OF EQUAL IMPORTANCE IN DEFINING THE WORK OF THE CONTRACT DOCUMENTS. CONTRACTORS SHALL REVIEW ALL DRAWINGS BEFORE THE INSTALLATION OF THEIR WORK. SHOULD THERE BE A DISCREPANCY WITHIN AND BETWEEN THE DRAWINGS THAT WOULD CAUSE AN AWKWARD OR IMPROPER INSTALLATION, NOTIFY ARCHITECT FOR CLARIFICATION PRIOR TO INSTALLATION OF SAID WORK. ANY WORK INSTALLED IN CONFLICT WITH THE ARCHITECTURAL DRAWINGS SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE.
- DO NOT SCALE DRAWINGS. THE DRAWINGS ARE NOT NECESSARILY TO SCALE. USE GIVEN DIMENSIONS. CONTRACTORS SHALL VERIFY ALL CONDITIONS AND DIMENSIONS AT THE JOB SITE PRIOR TO THE START OF CONSTRUCTION. IF DISCREPANCIES ARE FOUND, NOTIFY ARCHITECT FOR CLARIFICATION BEFORE COMMENCING THE WORK.
- DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO THOSE SHOWN. WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE DETERMINED, CONSULT ARCHITECT BEFORE PROCEEDING WITH THE WORK.
- CONTRACTORS SHALL PROVIDE STIFFENERS, BRACING, BACKING PLATES AND SUPPORTING BRACKETS REQUIRED FOR THE PROPER INSTALLATION OF ALL CASEWORK AND MISCELLANEOUS EQUIPMENT WHETHER SUCH SUPPORTS ARE SHOWN OR NOT.
- ALL WALL FRAMING TO HAVE FIRE BLOCKING AT MAXIMUM 10'-0" VERTICAL IN ALL STUD CAVITIES.
- PROVIDE SMOKE / DRAFTSTOPPING IN ENCLOSED ATTIC SPACES PER IBC 718.3 AND IBC 718.4. PROVIDE INSPECTION ACCESS THROUGH SMOKE BARRIER WITH PROPER SPRING CLOSURE AND LATCHING ON ACCESS DOOR.
- PROVIDE FIRE EXTINGUISHERS PER PLAN AND AS REQUIRED BY AHJ; MAXIMUM TRAVEL DISTANCE TO A FIRE EXTINGUISHER SHALL NOT EXCEED 75 FEET.
- ALL INTERIOR FINISHES MUST CONFORM TO 2015 INTERNATIONAL BUILDING CODE WITH WISCONSIN AMENDMENTS, CHAPTER 8 INTERIOR FINISHES, AND ALL OTHER APPLICABLE CODES AND ORDINANCES INCLUDING TABLE 803.11.



MJI BUILDING SERVICES
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Appleton, WI 54914
Phone: 920.462.4382
www.buildwithmji.com

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DATE	REVISIONS
1	
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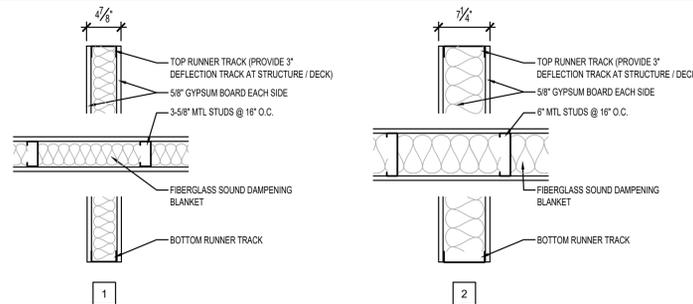
INTERIOR ALTERATION
GATHERING HUB
728 SCHELFHOUT LANE | KIMBERLY, WISCONSIN

DATE	20 JUNE 2025
PROJECT NUMBER	TBD
DRAWN	TGC
CHECKED	MJI

COVER SHEET

G1.0

INTERIOR WALL TYPES



GENERAL CONSTRUCTION NOTES

THESE DOCUMENTS ARE BASED UPON THE BEST AVAILABLE INFORMATION AT THE TIME OF PRODUCTION. HOWEVER COMPLETE ACCURACY IS NOT GUARANTEED OR IMPLIED. ALL EXISTING DIMENSIONS AND CONDITIONS ARE TO BE VERIFIED BY CONTRACTOR BEFORE BEGINNING WORK AND PRIOR TO FABRICATION OR ORDERING OF ANY EQUIPMENT. IF DISCREPANCIES ARE FOUND BETWEEN THESE DOCUMENTS AND REAL-WORLD CONDITIONS, NOTIFY THE ARCHITECT IMMEDIATELY FOR INSTRUCTIONS AND CLARIFICATION.

EXTERIOR WALLS ARE DIMENSIONED TO FACE OF SHEATHING. INTERIOR WALLS ARE DIMENSIONED STUD TO STUD UNLESS NOTED OTHERWISE.

ALL INTERIOR PARTITIONS ARE TYPE 1 UNLESS NOTED OTHERWISE. SEE WALL TYPES. SEE BUILDING SECTIONS AND WALL SECTIONS FOR EXTERIOR WALL CONSTRUCTION.

DO NOT SCALE THE DRAWINGS. WRITTEN DIMENSIONS OR NOTES SHALL DETERMINE IF THERE ARE MISSING DIMENSIONS OR DISCREPANCIES. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE ARCHITECT PRIOR TO FABRICATION OR CONSTRUCTION.

PROVIDE BACKING/BLOCKING AS REQUIRED FOR OWNER'S EQUIPMENT AS REQUIRED. COORDINATE LOCATION WITH OWNER.

FURNITURE SHOWN ON PLAN IS FOR INFORMATIONAL PURPOSES ONLY AND CONVEY "WORST-CASE" SCENARIO FOR OCCUPANCY (MAXIMUM 250 OCCUPANTS).

FINAL SELECTION OF CUBICLES, DESKS, TABLES, SEATING, ETC. TO BE COMPLETED BY OWNER/ FURNITURE SUPPLIER.

PLAN NOTES

- 1 MOP SINK.
- 2 HANDWASH SINK; VERIFY LOCATION WITH OWNER.
- 3 CABINETS AND COUNTERTOPS FURNISHED AND INSTALLED BY OWNER. TOP OF COUNTERTOP SHALL BE MAXIMUM 34" A.F.F.
- 4 COAT HOOKS / SHELF FURNISHED AND INSTALLED BY OWNER. PROVIDE MINIMUM 36" WIDE SECTION WITH TOP OF SHELF AT MAXIMUM 48" A.F.F.
- 5 ELECTRIC FIREPLACE FURNISHED AND INSTALLED BY OWNER. EC TO PROVIDE POWER PER MANUFACTURER'S REQUIREMENTS.
- 6 SLIDING BARN DOOR AND HARDWARE FURNISHED AND INSTALLED BY OWNER.
- 7 SWINGING BARN STYLE DOOR AND EGRESS HARDWARE FURNISHED AND INSTALLED BY OWNER.
- 8 EXISTING 20" x 30" ATTIC ACCESS PANEL IN CEILING.
- 9 TYPICAL AT EXTERIOR WALL CUT OPENING. GROUT AND/OR SMOOTH OUT TOP SURFACE OF FOUNDATION WALL TO CREATE CONSISTENT SURFACE WITH INTERIOR SLAB.
- 10 NEW 6'-8" WIDE x 4'-2" DEEP THICKENED EDGE CONCRETE STOOP W/2" RIGID INSULATION BELOW.
- 11 FURNISH AND INSTALL FIRE EXTINGUISHER IN SEMI-RECESSED WALL CABINET. SEE SHEET G1.1 FOR MOUNTING HEIGHT.
- 12 EXISTING WATER METER TO REMAIN. PROVIDE NEW ACCESS PANEL. MINIMUM 24" x 30" FOR METER ACCESS. VERIFY WITH METER AND TOILET FIXTURE LOCATIONS.

GENERAL DEMOLITION NOTES

THESE DOCUMENTS ARE BASED UPON THE BEST AVAILABLE INFORMATION AT THE TIME OF PRODUCTION. HOWEVER COMPLETE ACCURACY IS NOT GUARANTEED OR IMPLIED. ALL EXISTING DIMENSIONS AND CONDITIONS ARE TO BE VERIFIED BY CONTRACTOR BEFORE BEGINNING WORK AND PRIOR TO FABRICATION OR ORDERING OF ANY EQUIPMENT. IF DISCREPANCIES ARE FOUND BETWEEN THESE DOCUMENTS AND REAL-WORLD CONDITIONS, NOTIFY THE ARCHITECT IMMEDIATELY FOR INSTRUCTIONS AND CLARIFICATION.

REFERENCE PLANS AND SPECIFICATIONS OF ALL OTHER TRADES (PLUMBING, HVAC, ELECTRICAL, ETC.) FOR ADDITIONAL DEMOLITION REQUIREMENTS.

CONTRACTORS SHALL PROVIDE TEMPORARY SUPPORT AND BRACING AT ALL TIMES WHEN EXPOSING EXISTING STRUCTURE OR REMOVING EXISTING STRUCTURE UNTIL PERMANENT SUPPORT AND BRACING IS IN PLACE. VERIFY ALL WALLS TO BE REMOVED IF BEARING. IF UNCERTAIN, NOTIFY ARCHITECT IMMEDIATELY.

CONTRACTOR SHALL USE CARE IN THE REMOVAL OF ITEMS; REINSTALL WHERE INDICATED IN A WORKMANLIKE MANNER; PATCH TO MATCH ADJACENT SURFACES AND BROOM CLEAN WORK AREA AT COMPLETION.

WHERE DEMOLITION OF ONE ITEM IMPACTS OTHER SUBCONTRACTOR(S), CONTRACTOR SHALL NOT COMMENCE WORK UNTIL ALL SUBCONTRACTOR(S) HAVE COORDINATED AND ARE IN AGREEMENT WITH THE WORK PLAN FOR THE DEMOLITION.

IF UNFORSEEN CONDITIONS ARISE DURING DEMOLITION, NOTIFY ARCHITECT IMMEDIATELY TO REVIEW AND PROVIDE FURTHER INSTRUCTION. DO NOT REMOVE ANY STRUCTURAL COMPONENTS NOT SHOWN ON THE DRAWINGS WITHOUT REVIEWING WITH ARCHITECT AND OBTAINING FURTHER INSTRUCTION IN WRITING. CONTRACTOR TO PHOTOGRAPH AREAS OF UNFORSEEN CONDITIONS FOR RECORDS.

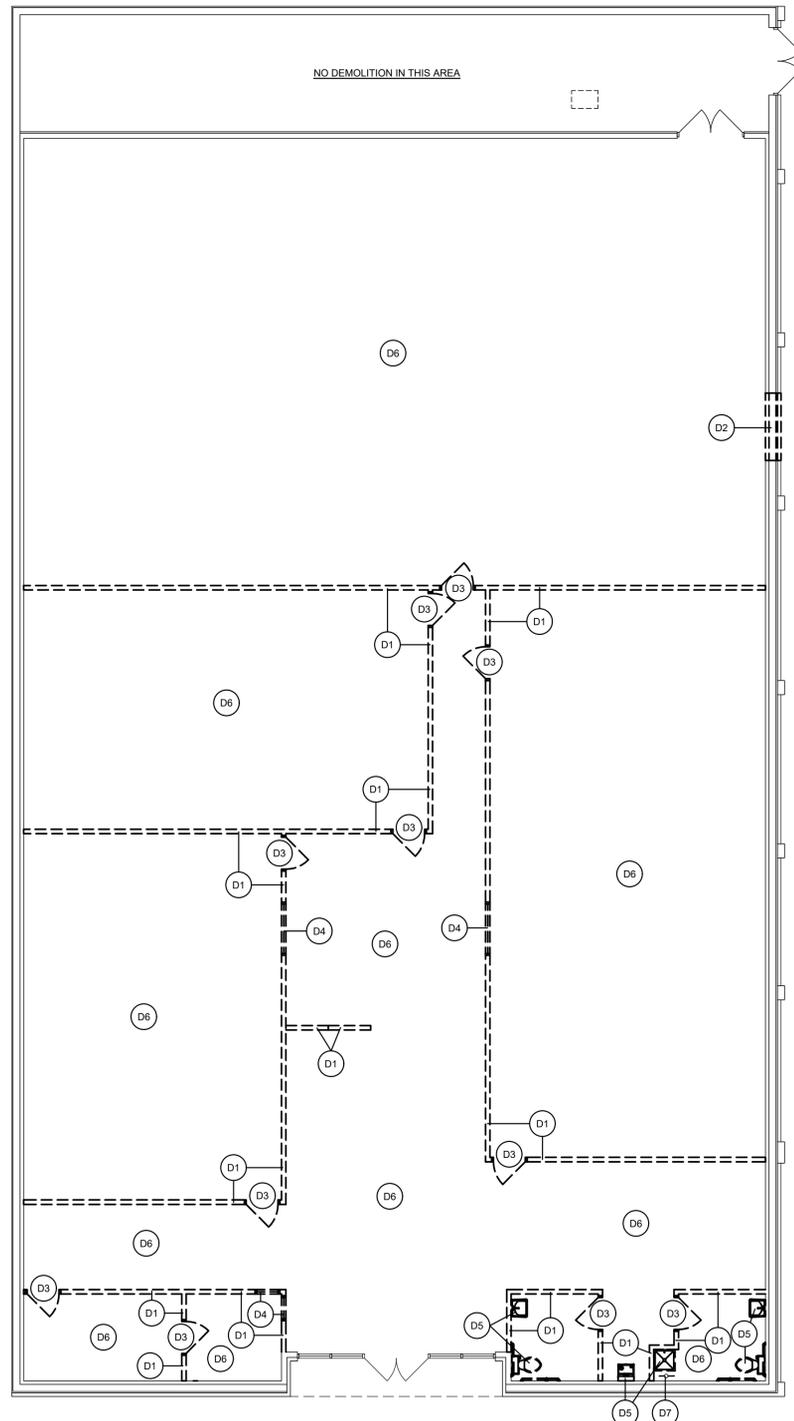
IF DEMOLITION OPERATIONS CAUSE DUST OR FUMES THAT MAY AFFECT OTHERS WORKING NEARBY, CONTRACTOR SHALL PROVIDE APPROPRIATE DUST PARTITIONS, BARRICADES OR PROTECTIVE GEAR TO PREVENT CONDITIONS THAT MAY AFFECT WORKERS OR VISITORS.

REMOVAL OF SURFACES FOR NEW FOUNDATIONS ARE SHOWN DIAGRAMMATICALLY FOR PURPOSES OF OUTLINING PROPOSED LOCATIONS; CONTRACTOR SHALL REMOVE SUFFICIENT WIDTH OF SURFACES AS REQUIRED TO PROPERLY PERFORM THE WORK REQUIRED AND FULLY REPLACE THE SLAB.

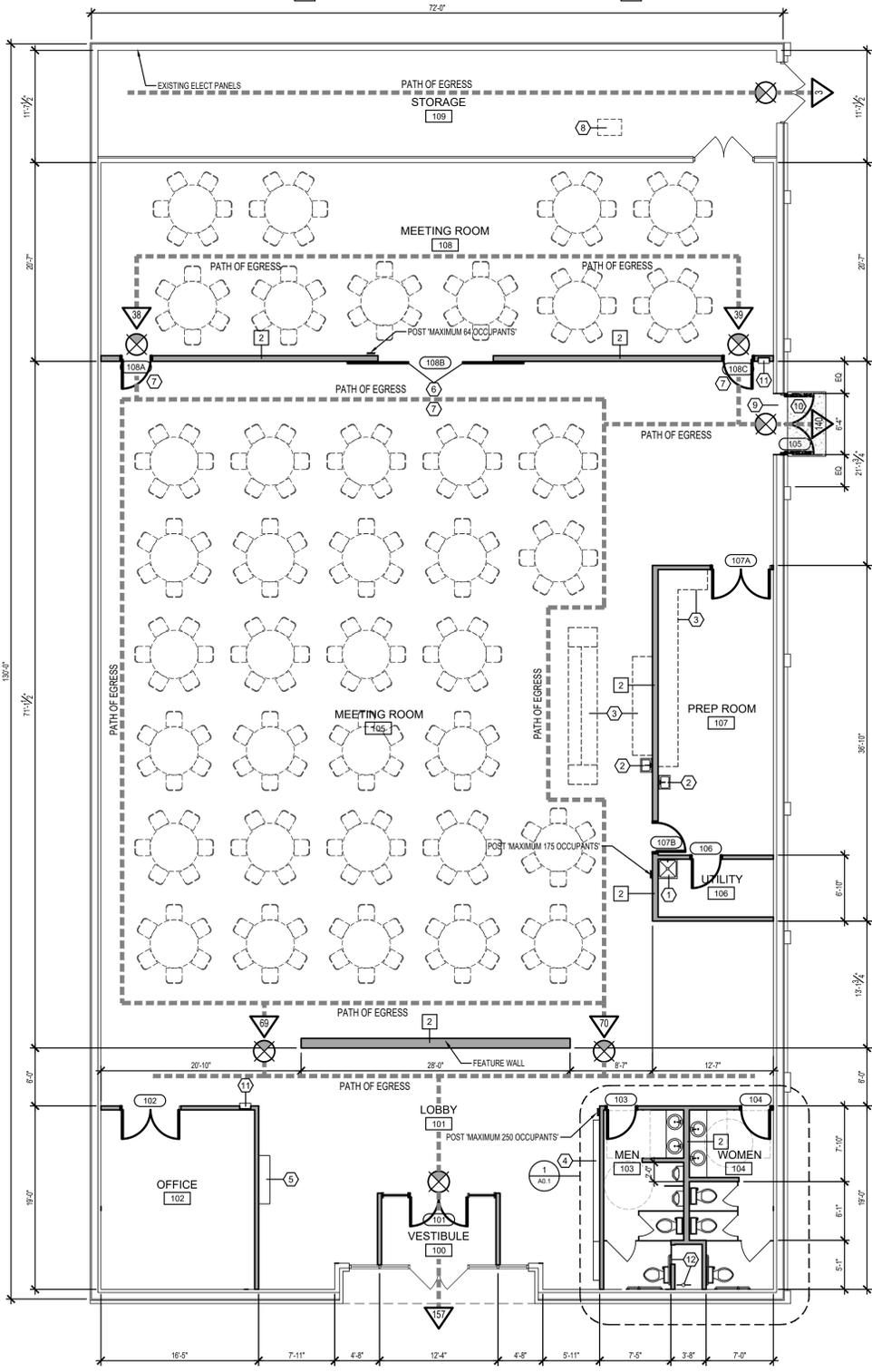
PRIOR TO DISPOSAL OF REMOVED ITEMS, VERIFY WITH OWNER IF ITEM IS TO BE SALVAGED OR REUSED.

DEMOLITION NOTES

- D1 REMOVE EXISTING WALL FULL HEIGHT.
- D2 REMOVE EXISTING EXTERIOR WALL WITH MASONRY WAINSCOT; PREP FOR NEW OPENING; CUT TOP OF FOUNDATION WALL DOWN 6" MIN AND PREP FOR CONC.
- D3 REMOVE EXISTING DOOR, FRAME, AND HARDWARE.
- D4 REMOVE EXISTING INTERIOR WINDOW AND FRAME.
- D5 REMOVE EXISTING PLUMBING FIXTURES AND PIPING.
- D6 REMOVE EXISTING FLOORING AND ACOUSTICAL CEILINGS.
- D7 EXISTING WATER METER TO REMAIN; PROTECT FROM DAMAGE.



1 DEMOLITION PLAN
A1.1 1/8" = 1'-0"



1 FLOOR PLAN
A1.1 1/8" = 1'-0" (ALL WALLS ARE TYPE 1 U.N.O.)



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DRAWN: TGC	REVISIONS
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**INTERIOR ALTERATIONS
GATHERING HUB**
728 SCHELFHOUT LANE | KIMBERLY, WISCONSIN

DATE	PROJECT NUMBER	DRAWN	CHECKED
20 JUNE 2025	TBD	TGC	MJI

DEMOLITION AND NEW PLANS

A1.1



Village of Kimberly Request for Plan Commission Recommendation

<p>ITEM DESCRIPTION: Ordinance No. 2 and 3, Series 2025 Amending Chapter 525, Zoning Code, and Chapter 514, Subdivision Code of the Village of Kimberly Municipal Code related to Referenced Fees</p>
<p>REPORT PREPARED BY: Sam Schroeder, Community Development Director</p>
<p>REPORT DATE: July 15, 2025</p>
<p>EXPLANATION: Annually the Village of Kimberly reviews and adopts the Village of Kimberly Fee Schedule through the approval of a Resolution. The purpose is to ensure the cost of services rendered is comparable to the fees collected to cover the cost of these services. Several of these fees listed in the Fee Schedule are contradictory to the specific dollar amounts defined within the Municipal Code specific to the Zoning, Subdivision, and Building Codes.</p> <p>Staff is proposing to remove these defined fee costs through Ordinance No. 2, updating the Zoning Code, and Ordinance No. 3, updating the Subdivision Code. In its replacement, there would be language placed referencing the Village of Kimberly Fee Schedule.</p> <p>Per Wisconsin State Statutes, 62.23 and 236.45, a public hearing is needed to amend both the Zoning Code and the Subdivision codes, whereas other codes do not.</p> <p>Attached to this staff report includes:</p> <ol style="list-style-type: none"> 1. Ordinance No. 2, Series 2025 Amending Chapter 525, Zoning Code of the Village of Kimberly Municipal Code related to Referenced Fees 2. Ordinance No. 3, Series 2025 Amending Chapter 514, Subdivision of Land Code of the Village of Kimberly Municipal Code related to Referenced Fees
<p>RECOMMENDED ACTION: Staff recommends the Plan Commission approve Ordinance No. 2 and 3, Series 2025 Amending Chapter 525, Zoning Code, and Chapter 514, Subdivision Code of the Village of Kimberly Municipal Code related to Referenced Fees</p>

**VILLAGE OF KIMBERLY
OUTAGAMIE COUNTY, WISCONSIN
ORDINANCE NUMBER 2, SERIES OF 2025**

**AN ORDINANCE AMENDING CHAPTER 525, ZONING CODE OF THE VILLAGE OF
KIMBERLY MUNICIPAL CODE RELATED TO REFERENCED FEES**

BE IT ORDAINED by the Village Board of Trustees, Village of Kimberly, Outagamie County, Wisconsin as follows:

Section 1. Paragraph B, Section 525-40, Petition for approval, ARTICLE IV, Chapter 525 of Municipal Code, is hereby added to read as follows:

- B. Petition for approval. Following the pre-petition conference, the owner or his agent may file a petition with the Village Administrator for approval of a planned unit development district. Such petition shall be accompanied by a review fee ~~of \$25~~ as established by the Village Board and listed on the Village's Fee Schedule. The procedure for rezoning to a planned unit development district shall be as required for any other zoning district change under this chapter, except that, in addition thereto, the following information shall be filed by the applicant with the Village Administrator with the petition for rezoning:

Section 2. Section 525-46, Application for Conditional Use, ARTICLE V, Chapter 525 of Municipal Code, is hereby added to read as follows:

An application for a conditional use shall be filed on a form prescribed by the Village. The application shall be accompanied by a plan showing the location, size and shape of the lot(s) involved and of any proposed structures, the existing and proposed use of each structure and lot, and shall include a statement in writing by the applicant and adequate evidence showing that the proposed conditional use shall conform to the standards set forth in § 525-49 hereinafter. The Plan Commission may require such other information as may be necessary to determine and provide for an enforcement of this chapter, including a plan showing contours and soil types; high-water mark and groundwater conditions; bedrock, vegetative cover, specifications for areas of proposed filling, grading and lagooning; location of buildings, parking areas, traffic access, driveways, walkways, open spaces and landscaping; plans of buildings, sewage disposal facilities, water supply systems and arrangements of operations. A nonrefundable fee ~~of \$25~~ as established by the Village Board and listed on the Village's Fee Schedule shall be paid at the time of application.

Section 3. Paragraph D, Section 525-97, Permit Required, ARTICLE XI, Chapter 525 of Municipal Code, is hereby added to read as follows:

Permit required. A building permit is required for the installation, alteration or addition of a swimming pool. The permit fee shall be ~~\$40~~ as established by the Village Board and listed on the Village's Fee Schedule. A building permit shall be applied for and obtained prior to the installation, alteration or addition of any private or residential swimming pool. The application for a permit shall be accompanied by a plot plan drawing of the premises upon which the proposed pool is to be installed. The plot plan shall show the size and shape of the lot, location and the size of buildings, structures and fences, existing or proposed, and any other information affecting the premises. The plot plan shall be accurate and dimensioned. Plumbing and electrical permits are required for applicable installations for the operation of

the swimming pool. Plumbing installations for the operation of a swimming pool are required to be done in compliance with the State Plumbing Code, under a plumbing permit. Electrical installations made for the operation of the swimming pool are required to be done in compliance with the Wisconsin Electrical Code, under an electrical permit.

Section 4. Paragraph B, Section 525-102, Mobile Home Park License, ARTICLE XII, Chapter 525 of Municipal Code, is hereby added to read as follows:

- B. The application for such license or the renewal shall be accompanied by a fee ~~of \$2~~ for each space in the existing or proposed mobile home park as established by the Village Board and listed on the Village's Fee Schedule, provided that the minimum fee shall not be less than \$25, and a surety bond in the amount of \$5,000, which shall guarantee:

Section 5. Paragraph E, Section 525-126, Fee, ARTICLE XIV, Chapter 525 of Municipal Code, is hereby added to read as follows:

- E. Fee. The fee for a Zoning Code change or amendment shall be ~~\$100~~ as established by the Village Board and listed on the Village's Fee Schedule.

Section 6. Paragraph F, Section 525-129, Fee, ARTICLE XIV, Chapter 525 of Municipal Code, is hereby added to read as follows:

- F. Fee. All appeals and applications filed with the Village Administrator shall be accompanied by payment of a fee ~~of \$120~~ as established by the Village Board and listed on the Village's Fee Schedule. If the appellant or applicant elects the contested-case method, he or she shall also pay the amount determined by the Board of Appeals to cover the additional administrative costs involved.

Section 7. Severability. The provisions of this Ordinance are declared to be severable, and if any provision of this ordinance is held to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any remaining provision or applications of this ordinances.

Section 8. Effective Date. This Ordinance shall take effect upon passage and publication as provided by law.

Date introduced, approved and adopted: _____, _____, 2025.

VILLAGE OF KIMBERLY

Charles A. Kuen, Village President

Jennifer Weyenberg, Village Clerk

**VILLAGE OF KIMBERLY
OUTAGAMIE COUNTY, WISCONSIN
ORDINANCE NUMBER 3, SERIES OF 2025**

**AN ORDINANCE AMENDING CHAPTER 514, SUBDIVISION OF LAND CODE OF THE
VILLAGE OF KIMBERLY MUNICIPAL CODE RELATED TO REFERENCED FEES**

BE IT ORDAINED by the Village Board of Trustees, Village of Kimberly, Outagamie County, Wisconsin as follows:

Section 1. Paragraphs D and E, Section 514-37, Administrative Fees, ARTICLE X, Chapter 514 of Municipal Code, are hereby added to read as follows:

D. Preliminary plat or certified survey map review fee.

(1) The subdivider shall pay a fee ~~of \$50 plus \$5 for each dwelling unit within~~ as established by the Village Board and listed on the Village's Fee Schedule for the preliminary plat or certified survey map to the Village Administrator at the time of first application for approval of any preliminary plat or certified survey map to assist in defraying the cost of review.

(2) A reapplication fee ~~of \$50~~ shall be paid to the Village Administrator at the time of reapplication for approval of any preliminary plat or certified survey map which has previously been reviewed.

E. Final plat review fee.

(1) The subdivider shall pay a fee ~~of \$50 plus \$5 for each dwelling unit within~~ as established by the Village Board and listed on the Village's Fee Schedule for the final plat to the Village Administrator at the time of first application for final plat approval to assist in defraying the cost of review.

(2) A reapplication fee ~~of \$50~~ shall be paid to the Village Administrator at the time of a reapplication for approval of any final plat which has previously been reviewed.

Section 2. Severability. The provisions of this Ordinance are declared to be severable, and if any provision of this ordinance is held to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any remaining provision or applications of this ordinances.

Section 3. Effective Date. This Ordinance shall take effect upon passage and publication as provided by law.

Date introduced, approved and adopted: _____, _____, 2025.

[Signatures are on following page]

VILLAGE OF KIMBERLY

Charles A. Kuen, Village President

Jennifer Weyenberg, Village Clerk