



VILLAGE PLAN COMMISSION AGENDA

Tuesday, November 18, 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 October 21, 2025, Meeting Minutes**
- 5. Public Hearing**
 - a. None
- 6. Unfinished Business for Consideration or Action**
 - a. None
- 7. New Business for Consideration or Action**
 - a. Site & Architectural Review – Kim-Com Promotions LTD (Paperfest) located at 141 N Clark Street
- 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.

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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 accommodations may be made.

**VILLAGE OF KIMBERLY
PLAN COMMISSION MINUTES
10/21/2025**

A meeting of the Village Kimberly Plan Commission was called to order on Tuesday, October 21, 2025, at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave, by Commissioner Norb Karner.

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

Approval of Minutes from the 09-16-2025 Meeting

Commissioner Robach moved, Commissioner Bourassa seconded the motion to approve. Motion carried by unanimous vote.

Public Hearing

Public Hearing Planned Unit Development Amendment for Lot 27 of the Rivers Edge Subdivision

Commissioner Freund moved, Commissioner Robach seconded the motion to convene to a public hearing. Motion carried by unanimous vote at 5:02pm.

The following signed up and spoke against elements of the planned unit development amendment for Lot 27 of the Rivers Edge Subdivision:

Courtney Wells, 209 Rivers Edge Dr.

Patrick Buechel, 335 Rivers Edge Dr.

Jim Miller, 225 Rivers Edge Dr.

Kim Lintner, 215 Rivers Edge Dr.

Bryce Reckling, 275 Rivers Edge Dr.

Travis and Angela Williams, 295 Rivers Edge Dr.

Jessica Miller, 325 Rivers Edge Dr.

An email was also received and read by Director Schroeder from resident Amanda Secor, 410 Rivers Edge Rd.

No one signed up to speak in favor of the planned unit development amendment for Lot 27 of the Rivers Edge Subdivision.

Commissioner Freund moved, Commissioner Bourassa seconded the motion to close the Public Hearing and reconvene into the regular meeting. The motion carried by unanimous vote at 5:12pm.

Unfinished Business

None

New Business

Planned Unit Development Amendment for Lot 27 of the Rivers Edge Subdivision

Commissioner Freund moved, Commissioner Robach seconded the motion to approve the planned unit development amendment for Lot 27 of Rivers Edge Subdivision as presented including all conditions and original approvals with the following:

1. Additional architectural elements such as stone, brick, board and batten or shake shall be added to the building in both the front and rear facades of the dwellings to better fit with the surrounding development.
2. Minor modifications to the principal building shall be permitted upon review by the Village staff.
3. The principal building shall be setback a minimum of 25 feet from the adjacent properties.
4. Decks, patios, pergolas, and four-season rooms extended no more than 12 feet from the home, may be permitted along the north and south property lines and within the 25-foot setback as originally approved.
5. Prior to permits being issued, a landscape and grading and drainage plan shall be reviewed and approved by the Village similar to what is provided in the plans attached.

Discussion ensued including rentals vs owner occupied, landscaping, setbacks, and PUD meaning.

Commissioner Robach moved to amend the motion to remove four-season rooms from condition #4 and add require taller trees to be planted to condition #5. Motion dies due to lack of a second.

Commissioner Robach moved to amend the motion to remove the four-season rooms from condition #4 and require 10-foot trees to be planted to condition #5. Commissioner Freund seconded the motion. Motion carried by unanimous vote.

Discussion ensued regarding different types of landscape planting and concern with the 10-foot requirement not defining the intent of the motion.

Commissioner Freund moved to amend the motion to strike the 10-foot tree landscape requirement in condition #5 and add a minimum of 5 feet planting to provide screening between the property and neighboring developments. Commissioner Robach seconded the motion. Motion carried by unanimous vote.

Commissioner Freund moved, Commissioner Robach seconded the motion to approve the planned unit development amendment for Lot 27 of Rivers Edge Subdivision as amended including all conditions and original approvals with the following:

1. Additional architectural elements such as stone, brick, board and batten or shake shall be added to the building in both the front and rear facades of the dwellings to better fit with the surrounding development.
2. Minor modifications to the principal building shall be permitted upon review by the Village staff.
3. The principal building shall be setback a minimum of 25 feet from the adjacent properties.

4. Decks, patios, and pergolas extended no more than 12 feet from the home, may be permitted along the north and south property lines and within the 25-foot setback as originally approved.
5. Prior to permits being issued, a landscape and grading and drainage plan shall be reviewed and approved by the Village similar to what is provided in the plans attached and have a minimum of 5 feet planting to provide screening between the property and neighboring developments.

Motion carried by unanimous vote.

Adjournment

Commissioner Freund moved, Commissioner Robach seconded the motion to adjourn. Motion carried by unanimous vote at 6:09pm.

Erica Ziegert
Deputy Clerk
Dated 10/22/2025



Village of Kimberly
Request for
Plan Commission Recommendation

ITEM DESCRIPTION: Site & Architectural Review – Kim-Com Promotions LTD (Paperfest) located at 141 N Clark Street

REPORT PREPARED BY: Sam Schroeder, Community Development Director

REPORT DATE: November 18, 2025

EXPLANATION: Kim-Com Promotions, aka Paperfest, has submitted a site review application to convert the former Hitters Bar property at 141 N Clark Street into the principal headquarters of Paperfest including offices, conference/training room spaces, and both indoor and outdoor storage.

The property totals 1.2 acres, zoned B-1, general business district. The existing building totals 7,512 square feet.

Upon acquisition and approval, according to the application, plans and narrative, the Applicant would look to transform the exterior and interior of the facility as its principal location including painting the entire exterior, adding windows, adding a large garage door to the west facade, remodeling the interior to include a large cold storage area, meeting rooms, restrooms and offices.

Attached to this staff report includes:

1. Site Plan Review Application
2. Project Description
3. Plan Drawings

Scope of Project – Reference Project Description and Plans for additional insight.

1. 7,512 square foot building including a 2-hour firewall separating 5,480 square feet of indoor storage with 2,032 square feet of office use. Use of the facility would go to support the coordination of Paperfest with nominal use throughout the year with more training and activity closer to the annual event.
2. Improved exterior – paint the existing façade, new shingles, added windows, and added garage door on west façade for access into the indoor storage.
3. Resurface the parking area to include 14 marked parking stalls.
4. Add an outdoor storage area east of the building. Said storage area would be graveled, fenced with an 8-foot tall, slated chain link fence screening the storage from off premise view.
5. Add landscaping around the fronts of the building, restore the area south of the building to grass and add landscaping between the parking area and the sidewalk.

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. **Outdoor Use and Storage.** The applicant has indicated that the graveled/grass area south of the building would be restored to grass. Per the Applicant there is no use planned at this time for this area currently or during the weeklong event in the summer. Staff is recommending that any off-premise storage, including the RV would be removed. Furthermore, the Applicant is looking at

adding outdoor storage to the east of the building. This area would be screened with an 8-foot slatted chain link fence. Areas leading up to the storage would be hard surfaced.

2. **Lighting.** The Applicant has noted no additional lights would be added and they would only use existing soffit or recessed lights. Any modifications beyond the proposed would require these to be brought up to code.
3. **Parking Lot.** The parking lot after being neglected for so long, is in need of repair. The Applicant shall resurface the parking lot to ensure a safe and maintained surface.
4. **Landscaping.** The applicant is proposing to add some landscaping around the building as well as a few trees between the parking area and the sidewalk. Future landscaping would also be added around a future freestanding ground sign. The Applicant has requested that the Village remove a terrace tree due to concerns of the future aesthetics of the tree under the power lines as well as the symmetry of the site. This was reviewed by the Public Works staff and was denied as the tree is deemed to be healthy.
5. **Utilities.** It is believed that the building is currently served by inactive laterals. These laterals shall be inspected and meet code prior to occupancy of the structure.
6. **Dumpster.** The proposed plans do not indicate any location for exterior refuse. Staff recommends that any dumpster pad or refuse location to be screened and not visible to offsite view.
7. **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 Kim-Con Promotions, aka Paperfest located at 141 N Clark Street as presented, contingent upon the following:

1. The noted terrace tree to be removed shall remain.
2. Areas not identified as outdoor storage or parking shall be stripped of any gravel, topsoiled and shall be restored with grass. Any future use of this area shall require the review by the Village Staff.
3. A grading and drainage plan shall be provided and approved by Village Staff to ensure proper drainage of the site and parking prior to restoration.
4. Any new lighting shall be full cut off and meet Village Ordinances.
5. Any new signage shall require a separate permit and approval by the Village Staff.
6. Any dumpster or refuse shall be enclosed, aesthetically constructed similar to the building, and out of view from off premise.
7. Minor modifications to the building and site plan are permitted with Village Staff review and approval.



Paperfest

PLAN REVIEW – NARRATIVE

The property at 141 North Clark Street has a long tradition as a community gathering place. It began as Dietzen's Pub, later operated as a supper club, and most recently as Hitters Sports Bar. The third addition included a large open room with a stage and dance floor, one of the first venues in the area to feature live music. The building has been vacant for some time and is in need of renovation, presenting an opportunity to bring new life to an underused property.

The building's new use will be the headquarters for Kim-Com Promotion, the volunteer-run 501(c)(3) nonprofit organization best known for producing Paperfest. The facility will primarily serve as office, meeting, training, and equipment storage space to support year-round volunteer coordination and event planning.

Planned exterior improvements include painting the building in modern neutral tones of light gray with charcoal/black accents, enhanced landscaping, and a screened fenced area at the rear for aesthetic outdoor storage.

The facility will have very limited hours of operation. Regular use will consist of weekly volunteer committee meetings on Monday evenings (6:30–9:30 p.m.) and occasional daytime meetings. Additional training sessions will occur in the weeks leading up to Paperfest each July. Traffic generation will be light and comparable to a small office with a peak during the week of Paperfest.

By consolidating its operations under one roof, Kim-Com Promotion will reduce ongoing costs, improve volunteer training and safety, and strengthen its ability to deliver community events. This project honors the building's history of community and live music while creating a modern, functional base for a nonprofit whose mission is to give back, all made possible through the generosity and in-kind support of many local sponsors.

CONCEPT ONLY - NOT FOR CONSTRUCTION

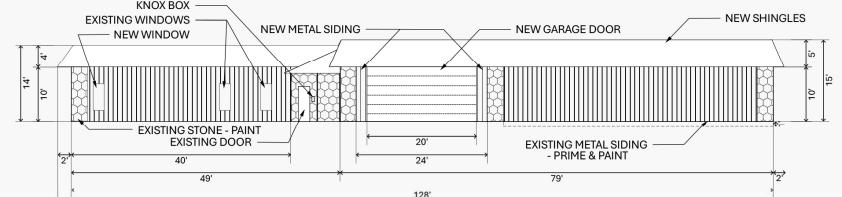
ASSOCIATES, LTD.
6 Appleton, Wisconsin 54912-1216
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PERFEST

KIMBERLY, WISCONSIN

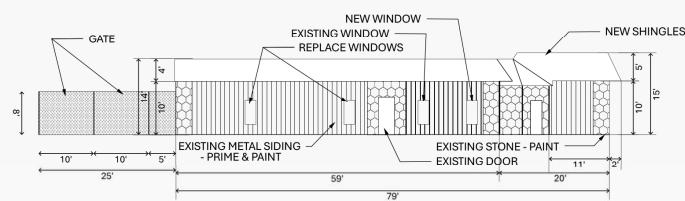
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|------------------------|---------|
| KIM-COM PROMO | |
| 141 NORTH CLARK STREET | |
| DRAWN BY | |
| APPROVED BY | |
| PROJECT NO. | |
| DATE | 28.2025 |

1



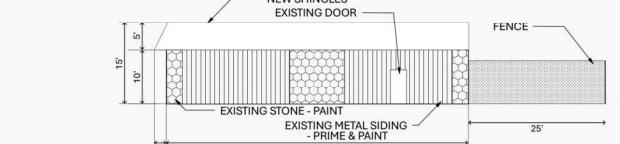
4 WEST ELEVATION

SCALE: 1/16" = 1'-0"



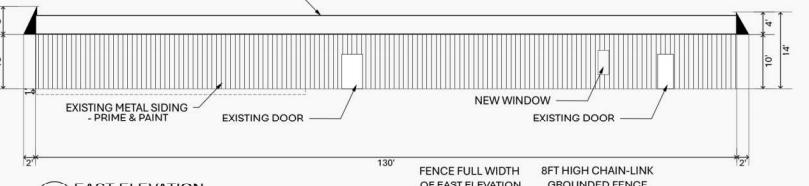
5 NORTH ELEVATION

SCALE: 1/16" = 1'-0"



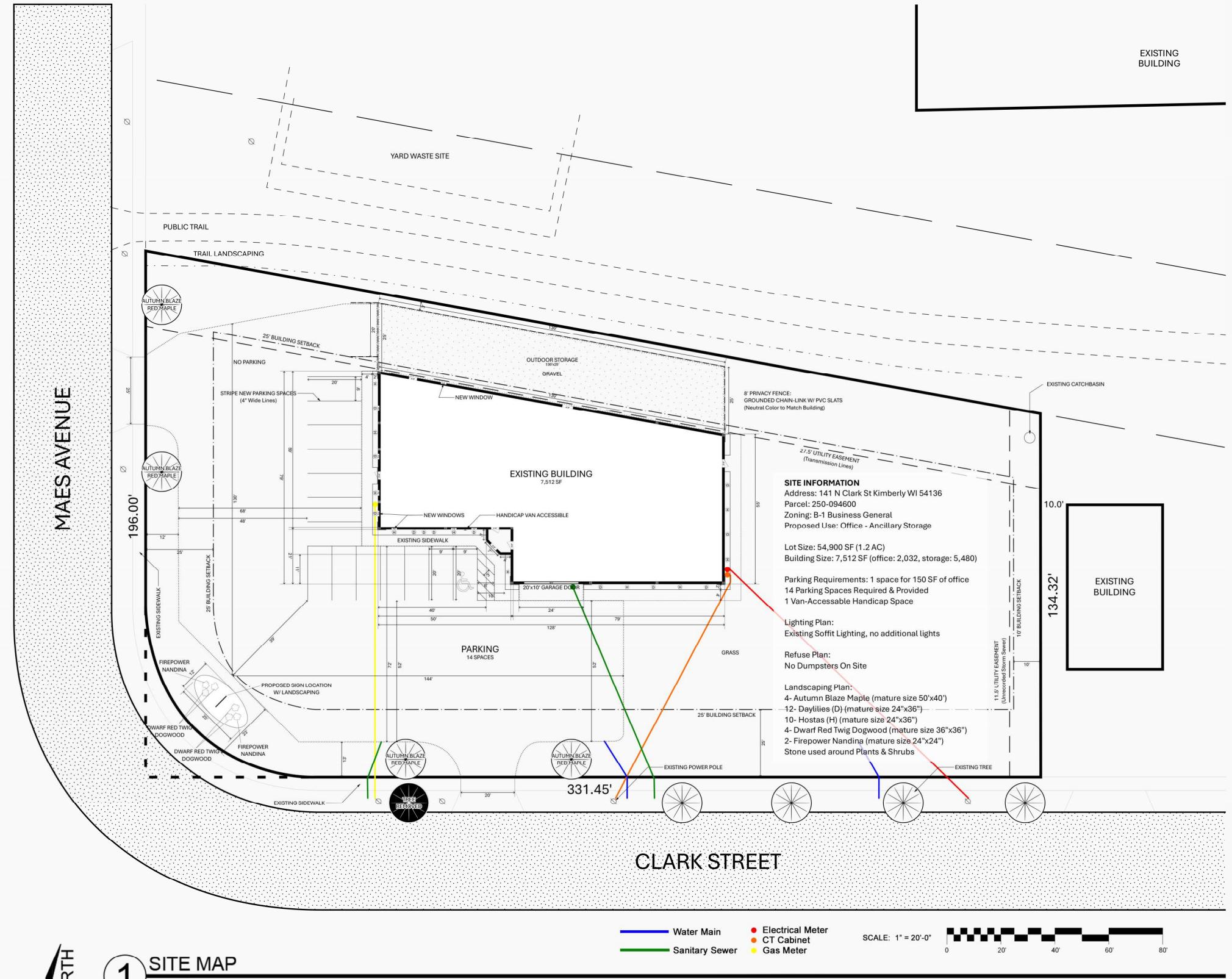
6 SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



7 EAST ELEVATION

SCALE: 1/16" = 1'-0"



1 SITE MAP



EXISTING BUILDING MATERIALS / COLORS



PROPOSED EXTERIOR COLORS

A.I. GENERATED IMAGE DEPICTS CONCEPT ONLY

| | | | |
|--|--|--|--|
| KIM-COM PROMOTION LTD. (PAPERFES) | | 141 NORTH CLARK STREET KIMBERLY, WISCONSIN | |
| OWNED BY RECEIVED BY DOED BY EFFECT NO. DATE ET TITL | | SHEET N | |
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| P.O. BOX 1216 Appleton, Wisconsin 54912-1216 | | P.O. BOX 1216 Appleton, Wisconsin 54912-1216 | |
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BUILDING INFORMATION

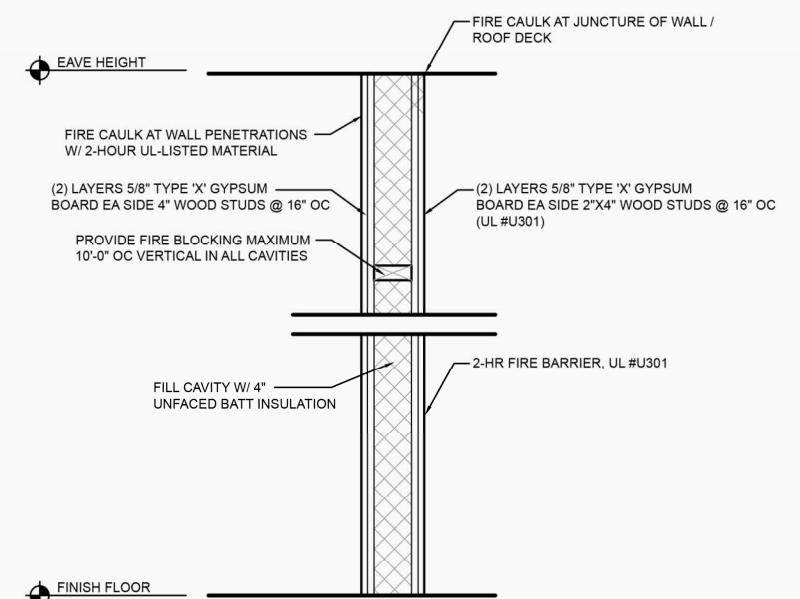
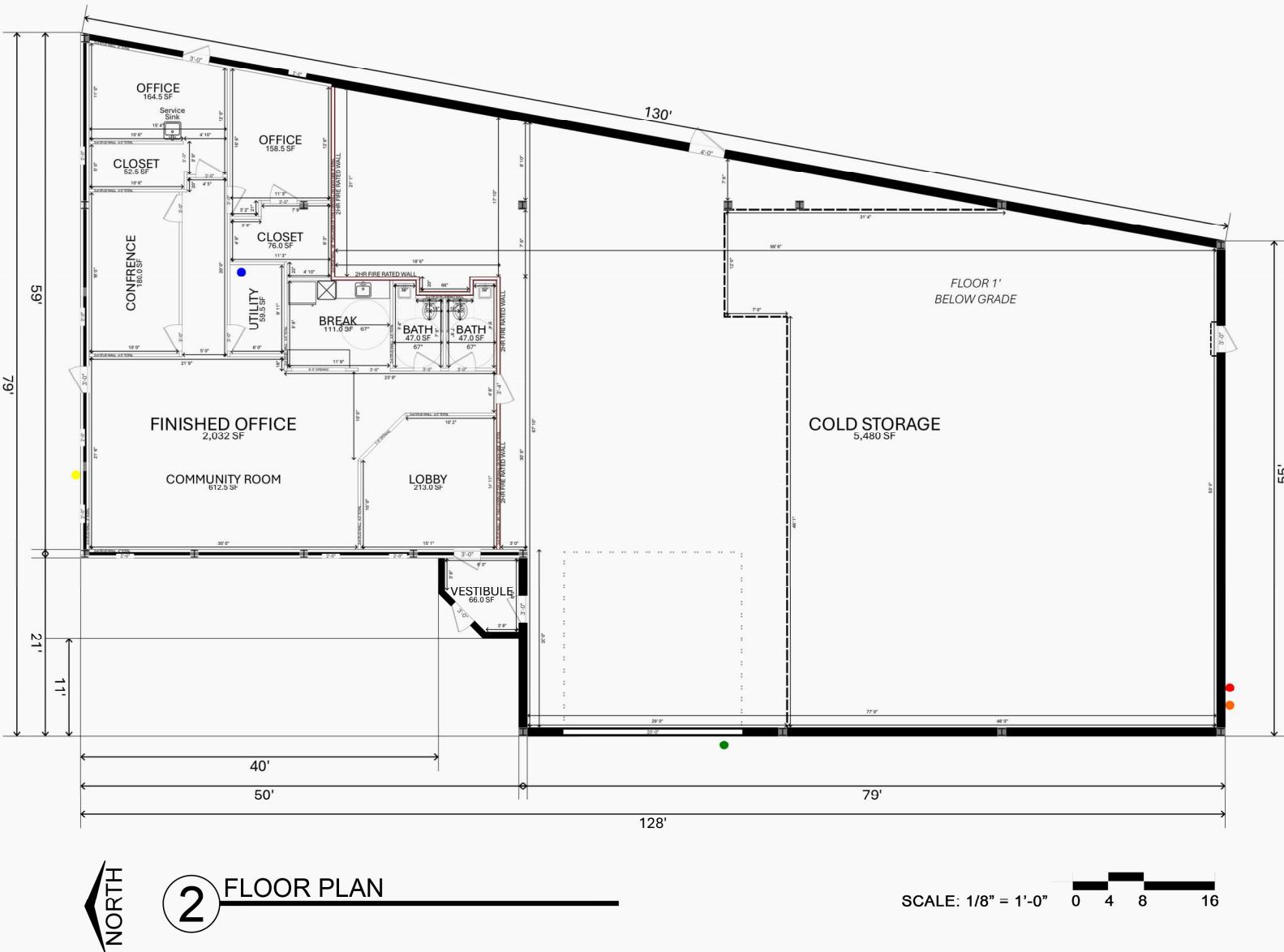
Building Size: 7,512 SF (office: 2,032, storage: 5,480)

Occupant Load: $2,032/150 = 14$ Occupants

Restrooms: 2 Unisex ADA-Compliant Restrooms

Service Sink: 1 per building, Provided

Ancillary Storage:
20' x 10' Garage Door



3 2-HOUR FIRE BARRIER WALL