



## VILLAGE PLAN COMMISSION AGENDA

Tuesday, February 17, 2026, at 5:00pm  
Rick J. Hermus Council Chambers  
515 W. Kimberly Ave.  
Kimberly, WI 54136

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1. Call to Order
2. Roll Call
3. Moment of Silent Reflection, Pledge of Allegiance
4. Approval of January 20, 2026, 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 Plan and Architectural Review – 571 Marcella Street – Outdoor Storage/Vehicle Impound Lot
  - b. Comprehensive Plan Overview
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

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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  
01/20/2026**

A meeting of the Village Kimberly Plan Commission was called to order on Tuesday, January 20, 2026, at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave, by President Kuen.

Commissioners Present: President Chuck Kuen and Commissioners: Michael Robach, Jeremy Freund, Dave Vander Velden, Norb Karner, Todd Schneider, and Nancy Bourassa

Commissioners Excused: None

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

**Approval of Minutes from the 12-16-2025 Meeting**

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

**Public Hearing**

**Planned Unit Development Amendment – The Blues at the Trail**

Commissioner Karner moved, Commissioner Robach seconded the motion to convene to a public hearing. Motion carried by unanimous vote at 5:01pm.

Doug Woelz, resident at 351 Satori Trail spoke on elements of concern within the planned unit development amendment.

President Kuen read into the record an email from Steve Schilhabel, 375 N. Wilson St in regards to the changes of the planned unit development, the process, and the market value of the overall development.

Commissioner Karner moved, Commissioner Freund seconded the motion to close the public hearing and reconvene into a regular meeting. Motion carried by unanimous vote at 5:06pm.

**Unfinished Business**

None

**New Business**

**Site & Architectural Review Amendment – Elipticon located at 424 S Washington Street**

Commissioner Karner moved, Commissioner Vander Velden seconded the motion to approve the amendment as it relates to the extension of hours, contingent upon the business maintaining compliance with ordinance requirements related to maximum decibel limits. Motion carried by unanimous vote.

**Planned Unit Development Amendment – The Blues at the Trail**

Commissioner Vander Velden moved, Commissioner Karner seconded the motion to approve with the following conditions of approval:

1. Any changes not made to the original Planned Unit Development shall remain the same or revert to the underlying zoning classification.
2. Site Plan and Architectural Review and Approvals shall be required for all non-single family developments.
3. The Condominium Plat is legally terminated per Wisconsin State Statutes and a Final Plat is approved and recorded in its place.
4. The restrictions and covenants as listed in the Planned Unit Development Narrative, the Final Plat and the Covenants are incorporated herein.
5. Minor modifications to the Planned Unit Development shall be permitted upon review by the Village staff.
6. The Covenants to be recorded with the Plat shall be updated to reflect a minimum 6/12 roof pitch as well as note that all single family homes shall have a minimum of 1/3 of the front of the home covered by varying materials other than vinyl siding to include but not limited to board and batten, stucco, cedar impressions, stone, or brick.

Motion carried by unanimous vote.

#### **Final Plat Review – The Blues at the Trail (Replat of the Condominium Plat – The Blues at the Trails)**

Commissioner Karner moved, Commissioner Robach seconded the motion to approve the Final Plat for the Blues at the Trail with the following conditions:

1. All Lots shall be serviced by laterals connected to public utility mains at the developer's costs.
2. Any duplicate service utility laterals shall be properly abandoned at the developer's costs.
3. Plat approval is conditioned upon the approval of the Planned Unit Development Amendment in conjunction with the flexibility as noted on the plat.
4. Developer shall execute a separate Agreement with the Village ensuring Wisconsin State Statutes are met and the condominium declaration is legally dissolved prior to the recording of a final plat. Failure to execute would cause the Village to rescind and void all approvals.

Motion carried by unanimous vote.

#### **Certified Survey Map – Lot Reconfiguration – The Roots**

Commissioner Schneider moved, Commissioner Freund seconded the motion to approve the proposed four lot Certified Survey Map for Parcels 250-088702, 250-088703, and 250-088704 as presented provided the easement is executed to provide access to Lot 2 and 3 of the proposed Certified Survey Map. Motion carried by unanimous vote.

#### **Adjournment**

Commissioner Karner moved, Commissioner Vander Velden seconded the motion to adjourn. Motion carried by unanimous vote at 5:47pm.

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Erica Ziegert  
Deputy Clerk  
Dated 01/21/2026



## Village of Kimberly Request for Plan Commission Recommendation

<b>ITEM DESCRIPTION:</b> Site & Architectural Review – 571 Marcella Street
<b>REPORT PREPARED BY:</b> Sam Schroeder, Community Development Director
<b>REPORT DATE:</b> February 17, 2026
<p><b>EXPLANATION:</b> With a desire to provide secure outdoor storage area and a secure impound lot, the property owner of 571 Marcella Street has submitted a site review application to add a roughly 6,000 square foot outdoor storage/vehicle impound lot to the back of the property. Said area would be surrounded by a six to seven foot tall chain link fence that is fully screened by either slats or mesh.</p> <p>Most notably, this property houses Brand Image and Apparel or BIA in the front office space but is also the base for Bob’s Towing. Not only for best practice, but some contracts require a secure area during the statutorily retention period by the State of Wisconsin.</p> <p>Said property is zoned, I-1 Industrial Limited and within the Kimberly Industrial Park. Staff finds no concerns with the proposal.</p>
<p><b>RECOMMENDED ACTION:</b> Staff would recommend approval of the Site Review Plan for 571 Marcella Street as it relates to the addition of a secured outdoor storage/impound lot in the rear of the property with the following conditions:</p> <ol style="list-style-type: none"><li>1. The fence including any screening shall be maintained and properly secured at all times.</li><li>2. The outdoor storage/impound lot shall not be used or converted into a junk yard/salvage yard.</li><li>3. Any dumpster or refuse containers shall be screened within the fenced area or an additional enclosure shall be provided.</li></ol>

January 17, 2026

Village of Kimberly  
Attn: Zoning Administrator / Plan Commission  
515 W Kimberly Ave  
Kimberly, WI 54136

**Re: Zoning / Site Review Request – 571 Marcela Street, Kimberly, WI**

Dear Zoning Administrator and Plan Commission Members,

I am the owner of the commercial property located at **571 Marcela Street** in the Village of Kimberly. I am submitting the enclosed **Narrative of Proposed Use** for review in connection with a proposed site modification at the property, which is located within the **I-1 Industrial District**.

The property is a legally existing multi-tenant commercial/industrial building with three (3) current tenants. The proposed request involves fencing a portion of the rear area of the existing parking lot for use as secure, accessory outdoor storage of temporarily held towed vehicles. The proposed improvement is intended to function as an accessory use that is subordinate to the principal use of the property and consistent with the intent of the I-1 Industrial District.

No new buildings, expansion of existing structures, or changes to tenant occupancy are proposed. The fenced area will be located entirely in the rear of the site and designed to minimize visibility while improving site security and organization. All existing parking, access, and circulation will remain compliant with Village requirements.

I respectfully request the Village's review and approval of this proposed use. I am available to provide any additional information, site plans, or clarifications that may be required during the review process.

Thank you for your time and consideration.

Sincerely,

Keith Ristow  
Property Owner  
571 Marcela Street  
Kimberly, WI

**Narrative of Proposed Use****Property Address: 571 Marcela Street****Zoning District: I-1 Industrial District****Village of Kimberly, Wisconsin**

I am the owner of the property located at 571 Marcela Street in the Village of Kimberly. The subject property is located within the I-1 Industrial District and is developed with a legally existing multi-tenant commercial/industrial building currently occupied by three (3) tenants. The site includes an existing paved parking lot that serves tenant and operational needs.

**Existing Use**

The property is currently used for lawful commercial and industrial purposes consistent with the intent of the I-1 District. The building, parking areas, and site circulation are established and continue to function without adverse impact to surrounding properties.

**Proposed Use Description**

The proposed improvement consists of fencing a portion of the rear area of the existing parking lot for use as secure, accessory outdoor storage of motor vehicles that have been towed as part of normal business operations. This fenced storage area is intended to function as an accessory use that is subordinate to the principal use of the property and consistent with industrial zoning allowances.

**Details of the Proposed Improvement**

- The fenced vehicle storage area will be located entirely in the rear portion of the site, away from street frontage and public view.
- The fencing will be a permanent, professionally installed enclosure that complies with Village requirements related to height, materials, placement, and screening.
- Vehicles stored within the fenced area will be temporary in nature and will not be dismantled, repaired, salvaged, or offered for sale on site.
- No outdoor mechanical work, fluid draining, or hazardous material handling will occur.
- The proposal does not include additional buildings, expansion of existing structures, or changes in tenant occupancy.
- Existing parking, drive aisles, fire access, and tenant operations will be maintained in compliance with Village standards.
- All activities will comply with Village of Kimberly ordinances, state regulations, and applicable safety requirements.

**Compatibility With I-1 District Intent**

The proposed fenced vehicle storage area is consistent with the intent of the I-1 Industrial District, which allows for industrial and service-oriented uses that may include accessory outdoor storage when properly located, secured, and screened. The proposal improves site organization and security while maintaining compatibility with surrounding industrial and commercial properties.

**Conclusion**

This request represents a minor site modification involving an accessory outdoor storage use that supports an existing operation within the I-1 Industrial District. The proposed improvement is compatible with existing development, maintains compliance with zoning intent, and will not negatively impact adjacent properties or current tenants.





## Village of Kimberly Plan Commission

**ITEM DESCRIPTION:** Comprehensive Plan Overview

**REPORT PREPARED BY:** Sam Schroeder, Community Development Director

**REPORT DATE:** February 17, 2026

**EXPLANATION:** In 2026, the Village of Kimberly will embark on a journey to amend and rewrite our 20 year Comprehensive Plan with the guidance of our consultant Ayres and Associates. Per the Comprehensive Planning Law, Wis. Stats. §66.001, starting January 1, 2010, any enactment or amendment to the official mapping, subdivision ordinances, and/or zoning ordinances shall be consistent and in line with the Comprehensive Plan. Furthermore, a Comprehensive Plan must be updated no less than once every 10 years.

Throughout this next year, the Village will analyze nine specific elements to this plan:

- Issues and Opportunities
- Housing
- Transportation
- Utilities and Community Facilities
- Agricultural, Natural and Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

There will be opportunity for public engagement throughout this process. The Plan Commission and the Village Board are also required to provide a final review and approval of the document. Anyone interested in receiving communications and or updates throughout the process can sign up for our generic email list through the following QR code or access through the Village Website at <https://www.vokimberlywi.gov/quick-links/subscribe-to-e-mail-updates/>.



**RECOMMENDED ACTION:** No action.