



AGENDA OF THE ZONING & PLANNING BOARD OF APPEALS

MONDAY, AUGUST 18, 2025, 4:30 PM
City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/85419145658?pwd=VWxYYlFIRXBMcXU3dzU0VU0xQlNKdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 854 1914 5658

Passcode: 735080

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

- I. Members: Chair Noel Halvorsen, Vice-Chair Joshua Koch, Steven Schuchart, and Brian Ritter.

C. Approval of the Agenda.

- I. Approval of the agenda for the Monday, August 18, 2025, meeting of the Zoning & Planning Board of Appeals.

D. Approval of Minutes.

- I. Approval of the minutes from the July 21, 2025 meeting.

E. Informational

- I. Information regarding phishing schemes.

F. Regular Business.

1. (Appeal 25-20) Consideration, with possible action, on a request from Trista Hobbs of the City of Green Bay—applicant, and Valerie Joosten of the City of Green Bay—property owner; requesting to exceed impervious surface standards in a (PI) Public Institutional District at 511 S. Oneida Street. (Ald. J. Ridderbush, District 8)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

2. (Appeal 25-15) Consideration, with possible action, on a variance request from Brian Johnson—applicant and property owner; requesting to exceed standards for the placement of a hot tub near a side yard line at 516 Hubbard Street. (Ald. B. Johnson, District 9)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

3. (Appeal 25-14) Consideration, with possible action, on a request by Attorney Michael Vanden Berg—applicant, on behalf of Francis Woyak—property owner; requesting to exceed side yard standards for a driveway leading to a garage stall at 931 Coppens Road. (Ald. A. Proffitt, District 7)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

4. (Appeal 25-18) Consideration, with possible action, on a request from Ryan Johnson—applicant and property owner; requesting to exceed front yard setback standards for a one-or-two-family home within a Low-Density Residential (R1) district at 1225 Spence Street. (Ald. J. Ridderbush, District 8)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

5. (Appeal 25-19) Consideration, with possible action, on a variance request from Sarah Brainard of Creative Sign Company—applicant and Steve Genda of Weekes Forest Products, Inc.—property owner; requesting to exceed signage standards at 2225 Starr Court. (Ald. M. Eck, District 11)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

G. Informational.

1. Next Meeting: September 15, 2025

H. Adjournment.

I. Adjournment of the Monday, August 18, 2025, meeting of the Zoning & Planning Board of Appeals.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Zoning & Planning Board of Appeals meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Zoning & Planning Board of Appeals
of the City of Green Bay

MEETING DATE

August 18, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the July 21, 2025 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Zoning & Planning Board of Appeals
of the City of Green Bay

MEETING DATE

August 18, 2025

PREPARED BY

AGENDA ITEM # E.1

Information regarding phishing schemes.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Zoning & Planning Board of Appeals
of the City of Green Bay

MEETING DATE

August 18, 2025

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # F.1

(Appeal 25-20) Consideration, with possible action, on a request from Trista Hobbs of the City of Green Bay–applicant, and Valerie Joosten of the City of Green Bay–property owner; requesting to exceed impervious surface standards in a (PI) Public Institutional District at 511 S. Oneida Street. (Ald. J. Ridderbush, District 8)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

The applicant seeks variance relief from I section of the Green Bay Municipal Code, Chapter 44: Zoning.

Sec. 44-856. Table 44-15. Note b. Maximum Impervious Surface: Impervious coverage shall not exceed that permitted in the most restrictive abutting district.

The parcel is zoned PI Public Institutional. The most restrictive abutting district is GI General Industrial. The maximum impervious surface permitted in GI is 80 percent.

The applicant seeks 100 percent impervious surface on the parcel.

The applicant is seeking to reconstruct a portion of the paved surfaces for loading on the site. The Department of Public Works (DPW) seeks to replace approximately 0.4 acres of the northwestern corner of the parcel with new pavement. The maximum impervious surface on the site is 80 percent. The existing conditions on the parcel are 100 percent impervious surface. The applicant seeks a variance to allow for impervious surface to remain at 100 percent on the parcel. The overall parcel size is 88,890 square feet. The applicant uses this area for loading and maneuvering of DPW equipment, operations and product.

The pavement area sought to be replaced with new pavement is approximately 17,000 square feet. This area is approximately 19.1 % of the overall parcel. The site would not fully be in compliance with impervious surface if the entire pavement area was utilized as pervious green space.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 25-20 Application Packet and Narrative
2. 25-20 Site Plan



ZONING BOARD OF APPEALS VARIANCE APPLICATION

Application Deadline: First Tuesday of the Month at 12:00 Noon.

DATE: July 31, 2025	PROJECT #: 121613	APPEAL #: 25-20
APPLICANT INFORMATION:		
Name: Trista Hobbs		
Business Name: City of Green Bay		
Address: 100 N Jefferson Street		
City, State, Zip: Green Bay, WI 54301		
Phone: 920.448.3114		
Email: trista.hobbs@greenbaywi.gov		
PROPERTY OWNER INFORMATION (if different from above):		
Name: Valerie Joosten		
Business Name: City of Green Bay		
Address: 100 N Jefferson Street		
City, State, Zip: Green Bay, WI 54301		
Phone: 920.448.3100		
Email: valerie.joosten@greenbaywi.gov		
HAS A SITE PLAN BEEN REVIEWED BY PLANNING STAFF? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
If you checked "NO", do not proceed. You must contact a member of the Planning staff to review your site, identify issues with the Zoning Code, and seek potential alternatives. Upon denial of a site plan, a formal variance submission may proceed.		
PLEASE FILL OUT INFORMATION BELOW REGARDING THE PROPOSED DIMENSIONAL VARIANCE:		
Location/Address: 511 S Oneida Street, Green Bay, WI		
Tax Parcel Number(s): 3-679		
Describe the Variance Request:		
Sec. 44-856 Table 44-15 Note b - Maximum Impervious Surface		
Per ordinance, the maximum allowable impervious area is 80%. Currently, the parcel is 100% impervious.		
Due to pavement deterioration and DOT regulations for salt storage, the pavement needs to be replaced.		
We are requesting a variance to maintain the existing 100% impervious condition.		

List ordinance(s) (number and description) the variance will be impacting (staff will assist with this).

Section 44-856 Table 44-15 Note b - Maximum Impervious Surface

THREE STEP TEST - To qualify for a variance, the applicant must demonstrate that their property meets the following three (3) requirements:

Does unique physical characteristics of your property prevent the compliance with the ordinance? Explain

see narrative below

Would granting the variance be contrary to the public interest? Explain.

Why would not getting the variance unreasonably prevent you from using the property for a permitted purpose (leaving the property owner without any use that is permitted for the property) or would render conformity with such restrictions unnecessarily burdensome?

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE VARIANCE PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE ZONING BOARD OF APPEALS.

City of Green Bay

 Signature of the Property Owner

City of Green Bay

 Signature of Applicant (working as "Agent" for owner)

 Print Name

 Print Name

 Date

 Date

OFFICE USE ONLY:	Parcel #: 3-679	Residential \$125 <input type="checkbox"/> Commercial \$250 <input type="checkbox"/> waived
District: 8 Zoning: PI	Meeting Date: 8.18.25	Receipt #:
Submittal Date: 7.31.25	Staff Signature: jl	

Variance Application – Three Step Test Responses

511 S Oneida Street, Green Bay, WI

Does unique physical characteristics of your property prevent the compliance with the ordinance?

The parcel in question has been an integral component of the City's West Side Municipal Garage since the 1950s. The historic layout, existing building uses, and landlocked nature of the site limit the feasibility of incorporating pervious surface requirements while still accommodating the operational needs of this long-standing municipal facility.

Would granting the variance be contrary to public interest?

Granting this variance serves the public interest, as the materials and equipment stored on this property are essential to the City's street maintenance and sanitation services. Denial of this variance would significantly restrict both the maneuverability and storage capacity of a site that is already operating at its maximum limits.

It is also important to note that stormwater generated on this site is managed onsite. Runoff is directed to local collection basins, ensuring that adjacent properties are not adversely impacted. As such, maintaining the current impervious condition of the site does not pose a risk to the public interest or to surrounding landowners.

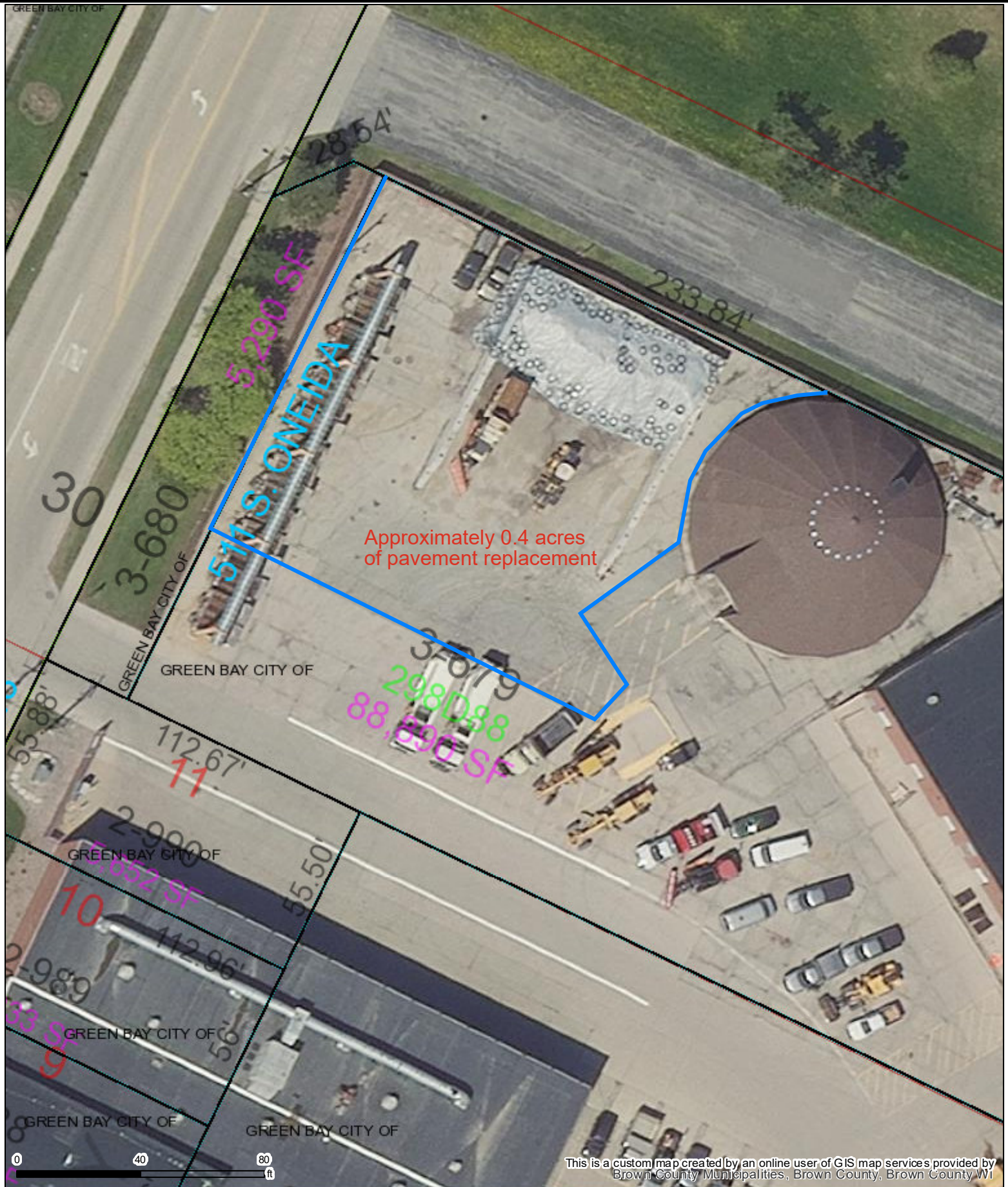
Why would not getting the variance unreasonably prevent you from using the property for a permitted purpose (leaving the property owner without any use that is permitted for the property) or would render conformity with such restrictions unnecessarily burdensome?

The West Side Municipal Garage complex was constructed in the 1950's. Over the decades, while the scope and complexity of services provided from this location have significantly expanded to meet the growing needs of the public, the physical footprint of the property has remained relatively unchanged.

To continue delivering essential public services efficiently, the Department of Public Works relies on maximizing the available space. This includes utilizing the property flexibly throughout the year to accommodate seasonal operations, materials, and equipment. Any reduction in usable area — such as that which would result from not granting the requested variance — would diminish maneuverability and reduce the functional space by at least 20%. This loss would directly impact the Department's capacity to store necessary materials and equipment on-site, ultimately affecting service delivery to the community.

In addition, certain materials stored at the facility, such as road salt, are subject to regulations from the Wisconsin Department of Natural Resources (DNR) and the Department of Transportation (DOT). These regulations require measures to prevent infiltration of groundwater that comes into contact with such materials. The introduction of pervious surfaces would complicate compliance with these requirements, creating a significant operational hardship by increasing the risk of groundwater infiltration and compromising safe and compliant material storage practices.

For these reasons, granting the variance is necessary to maintain the integrity of municipal services and ensure compliance with environmental regulations.



This is a custom map created by an online user of GIS map services provided by Brown County Municipalities, Brown County, Brown County WI

Part of Brown County WI

Map printed on 7/16/2025

1:480
1 inch = 40 feet*
1 inch = 0.00758 miles*
**original page size: 8.5"x11"*
Appropriate format depends on zoom level

Parcel ownership key

- Parcel Boundary
- Condominium
- Gap or Overlap
- "hooks" indicate parcel ownership crosses a line

- Parcel line
- Right of Way line
- Meander line
- Lines between deeds or lots
- Historic Parcel Line
- Vacated Right of Way

A complete key (legend) is available at:
tinyurl.com/BrownDogLegend



(920) 448-6480
www.browncountywi.gov



Report to the
Zoning & Planning Board of Appeals
of the City of Green Bay

MEETING DATE

August 18, 2025

PREPARED BY

AGENDA ITEM # F.2

(Appeal 25-15) Consideration, with possible action, on a variance request from Brian Johnson—applicant and property owner; requesting to exceed standards for the placement of a hot tub near a side yard line at 516 Hubbard Street. (Ald. B. Johnson, District 9)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

This item was originally on the agenda of the July 2025 meeting of the Zoning and Planning Board of Appeals (ZBOA). The ZBOA voted to hold the item until the August 2025 ZBOA meeting.

The applicant seeks variance relief from I section of the Green Bay Municipal Code, Chapter 44: Zoning.

Sec. 44-520. (a) *Setback.* Permanent aboveground or in-ground pools, ponds, or spas shall maintain a minimum front yard setback of 25 feet and a rear and side yard setback of ten feet from adjoining property. *Applicant seeks setback of 4.25 feet from side yard along the western portion of parcel for placement of hot tub.*

The applicant has placed a hot tub in the rear of the property. The applicant has noted that the hot tub has not been in use and has a solid structural cover on top of the hot tub unit. Any pool or hot tub additions on a property are required to be setback a minimum of 10 feet from either the rear or side yard. The property is 40 feet in width. A hot tub or pool can be placed in the remaining 20 feet located in the center of the property.

The placement of the hot tub is sought to be placed 4.25 feet from the western side yard line. The neighboring property constructed a 6' tall wooden fence parallel to the property line in 2022.

This property has a variance which was granted in June 2022 which allowed for a rear yard setback of 2.5 feet and 70 percent impervious surfacing cap on the overall property. A new 24' x 20' detached garage was built in the northeast corner of the property.

New structures like accessory buildings, hot tubs, or pools must be built a minimum of 3 feet separate from other structures. The placement of the hot tub meets the three-foot separation from the existing principal structure and the accessory garage structure.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 25-15 Application Aug 25
2. 25-15 Site Plan
3. 25-15 Photo 1
4. 25-15 Photo 2
5. 25-15 Photo 3
6. 25-15 Photo 4
7. 25-15 Photo 5



ZONING BOARD OF APPEALS VARIANCE APPLICATION

Application Deadline: First Tuesday of the Month at 12:00 Noon.

DATE:	07/07/2025	PROJECT #:	121118	APPEAL #:	25-15
APPLICANT INFORMATION:					
Name: Brian Johnson					
Business Name:					
Address: 516 Hubbard Street					
City, State, Zip: Green Bay, WI 54303					
Phone: [REDACTED]					
Email: [REDACTED]					
PROPERTY OWNER INFORMATION (if different from above):					
Name:					
Business Name:					
Address:					
City, State, Zip:					
Phone:					
Email:					
HAS A SITE PLAN BEEN REVIEWED BY PLANNING STAFF? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
If you checked "NO", do not proceed. You must contact a member of the Planning staff to review your site, identify issues with the Zoning Code, and seek potential alternatives. Upon denial of a site plan, a formal variance submission may proceed.					
PLEASE FILL OUT INFORMATION BELOW REGARDING THE PROPOSED DIMENSIONAL VARIANCE:					
Location/Address: 516 Hubbard Street					
Tax Parcel Number(s): 4-97					
Describe the Variance Request:					
Request to allow the placement of a hot tub 51" (4.25') from the side lot line. The hot tub size is 94" x 94" and cannot be placed anywhere in the yard to meet existing code. The side and rear lot lines have a 66" fence and conceal the hot tub from neighboring properties. The requested placement provides a 3' setback from the rear of the home and side of the back porch per manufacturer recommendations. The hot tub would be placed on top of an existing poured patio. The total lot size is 40' x 106'. The height of the hot tub is 40" and has a cover that will remain in place when not in use.					

List ordinance(s) (number and description) the variance will be impacting (staff will assist with this).

Sec. 44-520 (a) Setback. Permanent aboveground or in-ground pools, ponds, or spas shall maintain a minimum front yard setback of 25 feet and a rear and side yard setback of ten feet from adjoining property, subject to properly granted variance under Article II of this chapter, Administration.

In determining this setback for aboveground pools, ponds, or spas with permanent fencing or decks, any deck or similar structure shall be considered part of the pool, pond, or spa.

THREE STEP TEST - To qualify for a variance, the applicant must demonstrate that their property meets the following three (3) requirements:

Does unique physical characteristics of your property prevent the compliance with the ordinance? Explain

The placement of existing physical structures including the home and garage prevent the placement of a hot tub in any other location other than the requested spot. The code permits property owners to have a garage and a hot tub, but due to the size limitations of my yard, I am not able to have both without a variance thereby creating an unnecessary hardship. A 10' setback from the lot line would place the hot tub in front of the exit from my home or overlapping with the garage which is not possible. This unique property limitation existed prior to the creation of the code, therefore, granting the variance would be in alignment with the intent of the board of appeals.

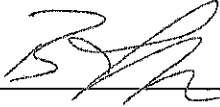
Would granting the variance be contrary to the public interest? Explain.

Granting of the variance will provide the same property rights enjoyed by other property owners. A 57.5% reduction in the side lot setback does not undermine the ordinance as 4.25' still meets a reasonable setback expectation for a dense urban environment with small lot sizes. Denial of the variance request would deprive the property owner of rights enjoyed by other property owners and would not reasonably be assumed to be a better alternative. Assuming the intent of the ordinance is create distance between properties as a noise buffer, 5.75' in the other direction could hardly be argued as a substantial difference. The placement of an existing fence also provides cover and sound absorbtion from the nearest lot line. Water may still be drained from the hot tub in a manner that would not interfere with the neighboring property's rights, and would be in compliance with existing code requirements.

Why would not getting the variance unreasonably prevent you from using the property for a permitted purpose (leaving the property owner without any use that is permitted for the property) or would render conformity with such restrictions unnecessarily burdensome?

Placement of the hot tub is not permitted in the front yard because it will not meet the 25' setback requirement from the front lot line. Placing the hot tub 10' from the side lot line in the back yard is not possible because it would overlap with the garage. Placing the hot tub anywhere else on the rear patio other than the requested location would create an obstruction in front of the rear steps exiting the home. The code allows ownership of a hot tub, however, the narrow dimensions of my lot prohibit me from meeting code. Therefore, the variance is necessary for the preservation and enjoyment of the same substantial property rights which are possessed by other properties in the same district and vicinity.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE VARIANCE PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE ZONING BOARD OF APPEALS.



Signature of the Property Owner

Signature of Applicant (working as "Agent" for owner)

Brian Johnson

Print Name

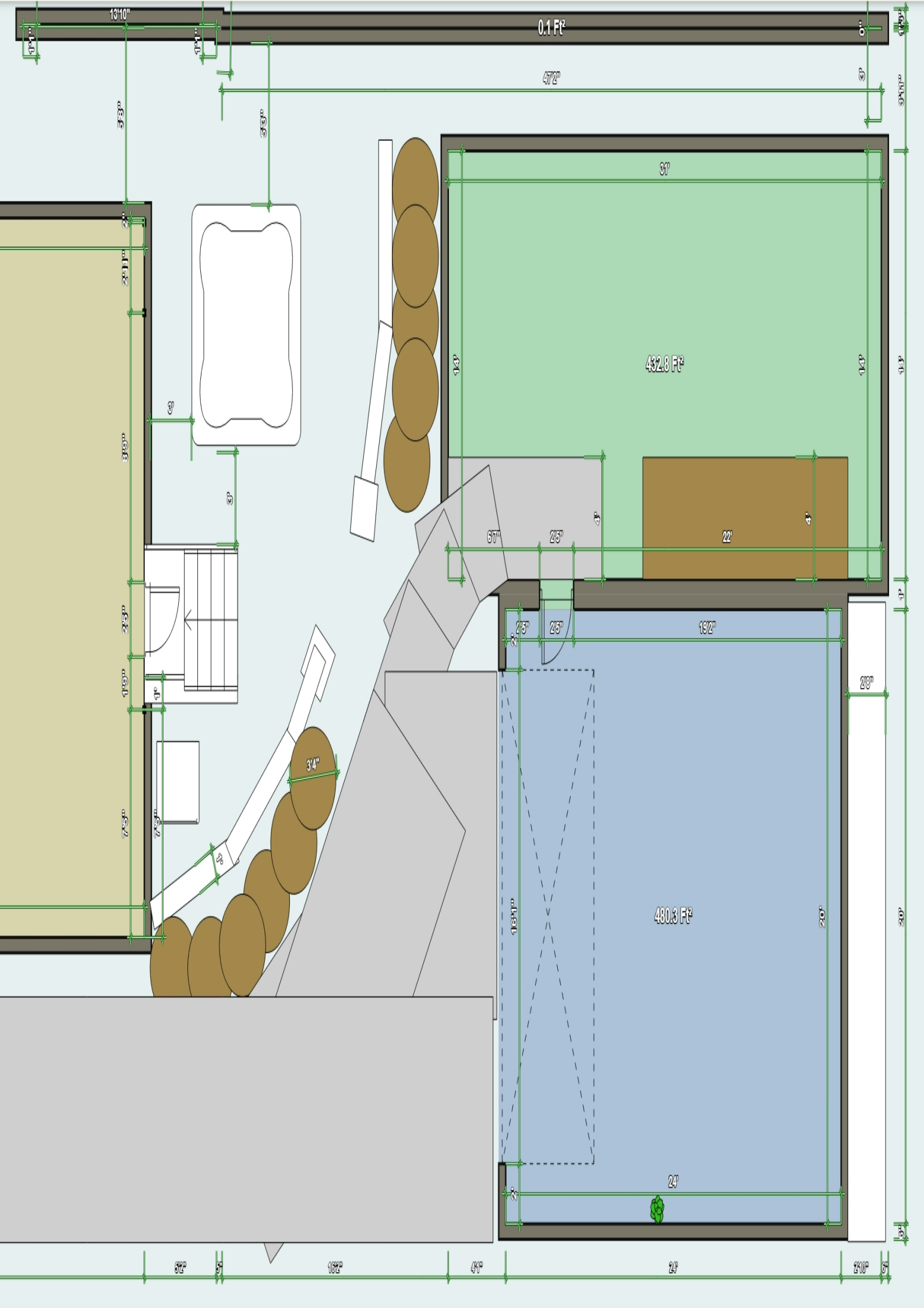
Print Name

07/07/2025

Date

Date

OFFICE USE ONLY:	Parcel #: 4-97	Residential \$125 <input checked="" type="checkbox"/> Commercial \$250 <input type="checkbox"/>
District: 9 Zoning: OR	Meeting Date: July 21 25	Receipt #:
Submittal Date: 7/8/25	Staff Signature: jl	















Report to the
Zoning & Planning Board of Appeals
of the City of Green Bay

MEETING DATE

August 18, 2025

PREPARED BY

AGENDA ITEM # F.3

(Appeal 25-14) Consideration, with possible action, on a request by Attorney Michael Vanden Berg—applicant, on behalf of Francis Woyak—property owner; requesting to exceed side yard standards for a driveway leading to a garage stall at 931 Coppens Road. (Ald. A. Proffitt, District 7)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

This item was originally considered at the June 2025 meeting of the Zoning and Planning Board of Appeals. The ZBOA took action to table the item for two months (August 2025) for the applicant to provide further information based off of a survey on the property. A plat of survey from 1980 was found in Brown County Records. The property notes a 17.3-foot setback of the house to the north property line. The chimney present on the north wall of the building is not noted on the Plat from 1980. The chimney is approximately 2 to 3 feet off the edge of the building. This leaves at least 14.3 feet between the edge of the building to the property line.

If the driveway met both code and plan-approved standards, the northern edge of the driveway would be approximately 4 feet from the north property line and leaving a minimum of 10.3 feet of driveway space at the narrowest point near the chimney. A code-compliant driveway lane must be a minimum of 8 feet in width.

The applicant seeks variance relief from I section of the Green Bay Municipal Code, Chapter 44: Zoning.

Sec. 44-1746. (2) b. Detached garages. Driveways leading to detached garages shall meet the applicable side or rear setbacks for accessory structures established in the district in which they are located or shall meet the side setback of an existing detached garage—whichever is less.

Applicant seeks relief to allow for a sideyard setback of 0.5 feet from the property line, rather than 4 feet off the sideyard line.

The applicant received a permit to create a new driveway in August 2024. Permit was conditionally approved with a notation that the DRIVEWAY TO RUN DIRECTLY TO CORNER OF THE GARAGE. The corner of the garage is approximately 2 feet from the door opening and appears to be approximately 4 feet from the property line. Construction occurred. An inspection was made post construction to close the building permit. At this time, it was discovered the driveway was poured beyond the into the sideyard, approximately 6 inches from the property line and not leading directly to the corner of the garage, which is approximately 2 feet from the garage door opening. The applicant seeks relief to keep the poured driveway as is.

To come in compliance, the driveway inside the property which has been poured must be removed from

approximately 0.5 feet near the side line to approximately 4.0 feet from near the side line, leading directly to the garage corner.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 25-14 Application
2. 25-14 Conditionally Approved Plan From August 2024
3. 25-14 Site Plan
4. 25-14 Inspection of Driveway Image
5. 25-14 Plat of Survey

THREE STEP TEST - To qualify for a variance, the applicant must demonstrate that their property meets the following three (3) requirements:

Does unique physical characteristics of your property prevent the compliance with the ordinance? Explain

See attached

Would granting the variance be contrary to the public interest? Explain.

See attached.

Why would not getting the variance unreasonably prevent you from using the property for a permitted purpose (leaving the property owner without any use that is permitted for the property) or would render conformity with such restrictions unnecessarily burdensome?

See attached.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE VARIANCE PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE ZONING BOARD OF APPEALS.

Francis Woyak
Signature of the Property Owner

Francis Woyak
Print Name

Michael R VandenBerg
Signature of Applicant (working as "Agent" for owner)

Atty Michael R VandenBerg
Print Name

Date 6-6-25		Date 6-3-2025	
OFFICE USE ONLY:	Parcel#: 18-835-B	Residential S251 Commercial S250	
District: 7	Zoning: M	Meeting Date: June 12	Receipt #: <i>per</i>
Submitted Date: 0/6.3 R 6.9	Staff Signature: <i>[Signature]</i>		

Describe the Variance Request:

Requesting variance to allow driveway to be 6" from property line rather than 4'.

Driveway be allowed out from the edge of garage to within 6" of the property line.

List ordinance(s) (number and description) the variance will be impacting (staff will assist with this).

Sec 44.1746

Does unique physical characteristics of your property prevent the compliance with the ordinance? Explain

Lot is relatively narrow and house is situated such that there is not much space to install driveway and still meet set back requirements.

Would granting the variance be contrary to the public interest? Explain.

Granting the variance would not be contrary to the public interest.

Residents and property owners in the area do not and have not objected to the driveway's location.

The driveway is already installed and it would be an unnecessary expense to remove part of the driveway. The driveway is an improvement to the property and neighborhood.

Had property inspected numerous times for the fence and the garage and had no issues. The neighboring properties have structures too close to the property and my neighbor's shed is partially on my property.

Why would not getting the variance unreasonably prevent you from using the property for a permitted purpose (leaving the property owner without any use that is permitted for the property) or would render conformity with such restrictions unnecessarily burdensome?

It would make ingress and egress from the property more difficult.

Removing a portion of the driveway would not improve my property or the surrounding properties.



BUILDING PERMIT APPLICATION SHORT FORM

Department of Community and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov

All highlighted fields must be completed before permit will be processed.

Project Address: 931 Coppens Rd

PROPERTY OWNER	CONTRACTOR INFORMATION (if applicable)
Name: Francis Woyak	Name: Brett Blaser
Address: 931 Coppens Rd	Address: PO Box 421
City, State, Zip: Green Bay WI 54303	City, State, Zip: Suamico 54173
Telephone #: 920-297-9191	Telephone #: 920-660-7020
Email: chasetruck61@gmail.com	Email: blaserconstruction@gmail.com

Property Owner – Do you own and occupy the above listed property? Yes No

Current Land Use: 1-Family 2-Family Multi-Family Commercial

Project Scope: Fence Driveway Expansion or Lot Resurfacing Patio Yard Shed (<150 sq ft)

Description of Project: (for fences include fence height, material (i.e. wood, vinyl, chain link), and total length of fence materials)

expansion & resurface of driveway
add patio

Estimated Cost of Construction: \$13,000

The applicant certifies that the information submitted herein is accurate, agrees to comply with the WI Admin. Code, Municipal Ordinance, and with the conditions of this permit, and understands that permit issuance creates no legal liability, expressed or implied, on the Department or Municipality.

Signature of Applicant

Date 7-31-24

To schedule an inspection, submit an online Inspection Request at <https://greenbaywi.gov/ScheduleInspection> or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.

For Office Use Only	
Project #	117511
Parcel #	
Reviewed By:	Matt Bablitch
Receipt #	
Permit Fee	\$50.00
Credential #	

City Representative who reviewed the above requirements with the Project Representative:

Matt Bablitch

08/14/2024

(Signature)

Matt Bablitch

UDC Construction Inspector

(Print Name and Title Here)

City Project ID: 117511

Site Name: _____

Address / Location: _____

Land Owner: _____

Land Owner's Contact Representative: _____

I have reviewed the City of Green Bay Permit Conditions for the Erosion and Sediment Control Standards for the Non-Permitted referenced project above. I agree to comply with these conditions and will notify the City of Green Bay of any changes to the plan or project schedule.

Cheryl Woyak

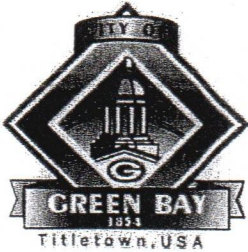
(Signature)

7-31-24

Cheryl Woyak

(Print Name and Title Here)

(1 Copy Permittee, 1 Copy Inspection Files, 1 Copy Engineering Files)



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

**EROSION AND SEDIMENT
CONTROL NON-PERMITTED
CONDITIONS**

Per 16-38 PERFORMANCE STANDARDS FOR CONSTRUCTION SITES NOT REQUIRED TO BE PERMITTED.

- (a) Responsible party. The landowner of the construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain construction site BMPs is the responsible party and shall comply with this section.
- (b) Erosion and sediment control practices. Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
 - (1) The deposition of soil from being tracked onto streets by vehicles.
 - (2) The discharge of sediment from disturbed areas into on-site stormwater inlets.
 - (3) The discharge of sediment from disturbed areas into adjacent waters of the state.
 - (4) The discharge of sediment from drainage ways that flow off the site.
 - (5) The discharge of sediment by dewatering activities.
 - (6) The discharge of sediment eroding from soil stockpiles existing for more than seven days.
 - (7) The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this section.
- (c) Location. The BMPs shall be located so that treatment occurs before runoff enters waters of the state.
- (d) Implementation. The BMPs used to comply with this section shall be implemented as follows:
 - (1) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
 - (2) Erosion and sediment control practices shall be maintained until final stabilization.
 - (3) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.
 - (4) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
 - (5) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

66 10T

Francis Woyak

931 Coppens Rd
Green Bay WI 54303

920 297 9191

Red Proposed concrete

~~1232'~~ House
all sq' 996' Garage
28' Frt Porch
54' Side Walk

1915 Drive + Patio

Buildings + Concrete

4225 sq'

9900 total lot

OK 5675 Green Space

Drive way and Patio
Combined

P#117511

Conditionally

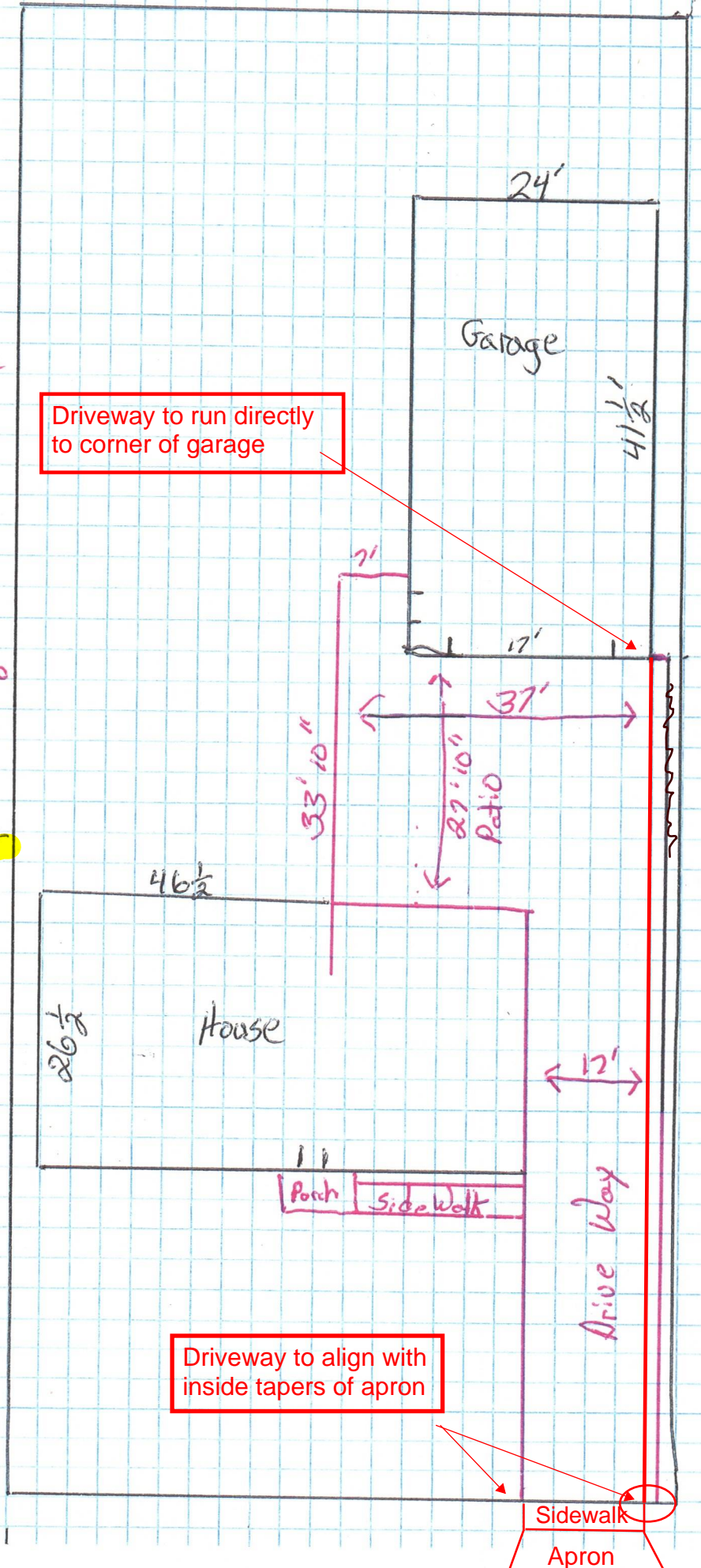
APPROVED

Building Inspection Division
Green Bay, Wisconsin

Matt Bablitch

SEE CORRESPONDENCE

.8/14/2024



Driveway to run directly to corner of garage

Driveway to align with inside tapers of apron

Sidewalk

Apron

150 lot

Francis Woyak

931 Coppens Rd
Green Bay WI 54303

920 297 9191

Red Proposed concrete

~~1232'~~ House
all sq' 996' Garage
28' Front Porch
54' Side Walk

1915 Driveway + Patio

Buildings + Concrete

4225 sq'

9900 total lot

OK 5675 Green Space

Driveway and Patio
Combined

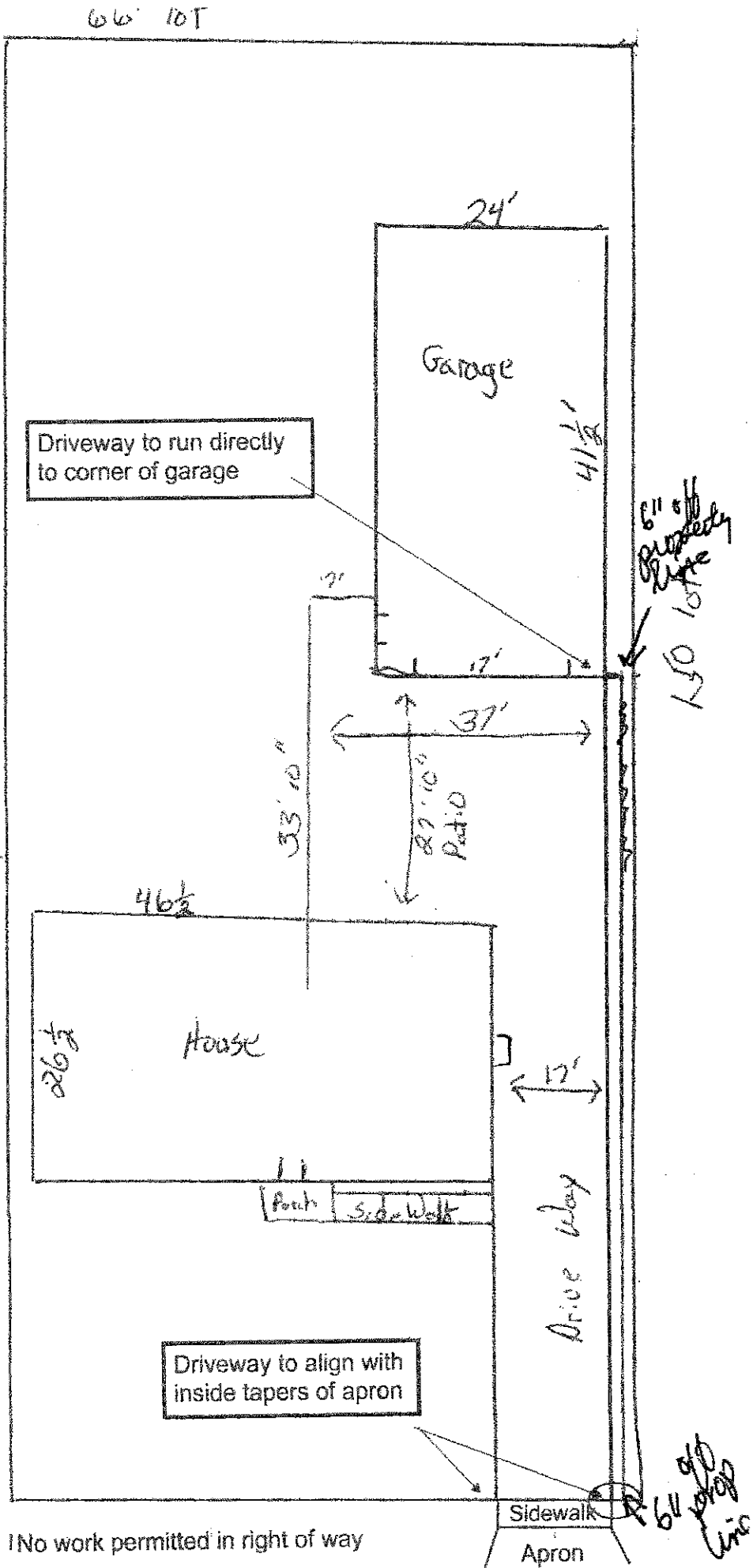
P#117511
Conditionally

APPROVED

Building Inspection Division
Green Bay, Wisconsin

Matt Bablitch

SEE CORRESPONDENCE
.8/14/2024



No work permitted in right of way

Sidewalk
Apron

6" off property line
150' lot
6" off property line



PLAT OF SURVEY

FOR Fox Valley Land Title Corp.
230 No. Morrison St.
Appleton, Wis. 54911

Noel L. Alberts
931 Coppens Road
Green Bay, Wis.

PROPERTY DESCRIPTION:

That part of Lot Eighteen (18), according to the recorded Plat of E. Morrow's Subdivision of Part of Lot 7 of Whitney's Subdivision of the Laventure Claim, in the City of Green Bay, West side of Fox River, Brown County, Wisconsin, described as follows: Commencing at the intersection of the W'ly line of Coppens Road extended S'ly with the N line of said Lot 18, thence S72°35'W along said lot line 150 feet; thence S17°12'E parallel to said Coppens Road 66 feet; thence N72°35'E 150 feet to the W'ly line of Coppens Road; thence N17°12'W along the W'ly line of said Coppens Road 66 feet to the place of beginning.



Scale 1" = 40'
○ - Monument Set
● - Monument Recovered

STATE OF WISCONSIN
COUNTY OF OUTAGAMIE

I do hereby certify that I have surveyed the property described above according to official records and that the plat above drawn is a correct representation of said survey

Appleton, Wis November 9, 1979
Theodore J. Harris
REGISTERED LAND SURVEYOR

HARRIS AND ASSOCIATES, INC

APPLETON WISCONSIN

DWG AS-3624



Report to the
Zoning & Planning Board of Appeals
of the City of Green Bay

MEETING DATE

August 18, 2025

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # F.4

(Appeal 25-18) Consideration, with possible action, on a request from Ryan Johnson—applicant and property owner; requesting to exceed front yard setback standards for a one-or-two-family home within a Low-Density Residential (R1) district at 1225 Spence Street. (Ald. J. Ridderbush, District 8)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

The applicant seeks variance relief from I section of the Green Bay Municipal Code, Chapter 44: Zoning.

Sec. 44-554. Table 44-2: Note C

Where at least 50 percent of the front footage of any block is built up with principal structures, the front yard setback for new structures shall be equal to the average of the existing structures, except that any structure which is set back 20 percent more or less than the average may be discounted from the formula. *The average front yard setback of the block is 30 feet. The existing footprint of the house before any additions has a front yard setback of 30 feet. The applicant has added an attached front porch to the front of the house which extends 6.2 feet past the front setback. The applicant seeks a variance which would allow the front setback to be 23.8 feet from the front right of way.*

The applicant has placed a 6.2 by 7.2-foot porch on the front of the property. An inspector (Matt Bablitch) was driving past the property on Spence around the end of May/early June 2025 and noticed a new front porch being installed. The inspector spoke with the contractor. The inspector noted that the contractor was not installing footing. The footing hole depth did not appear to be at frost depth. The inspector instructed them to stop work and informed them that a permit would be required. The following week, the inspector drove past, and the deck was completed. The inspector contacted the contractor, and she stated that once she had submitted her application she went ahead and built it. A permit was sought on June 9, after discussion with the inspector, but the dimensions of the porch exceeded front yard requirements.

The front porch has been built out to approximately 44 square feet. As such, the porch extends out approximately 6.2 feet past the established front yard setback. The applicant seeks a variance to allow for an encroachment in the setback.

Planning and Inspection Staff have used a 25 square foot zoning interpretation as a maximum area for a landing leading to a front doorway. A landing area may encroach into the front setback as the zoning interpretation acknowledges that individuals must be a sufficient area to enter a doorway. The 25-square-foot number is based off a 5 x 5 entry. However, 25 square feet have been used as a metric to give property owners flexibility in how to construct a landing for an individual residence. For instance, a 6' x 4' landing or a

7' x 3. 5' landing totals slightly less than 25 square feet. Once a landing area exceeds 25 square feet, it is no longer considered to be exclusively a landing in front of an entrance way, but rather a porch. Porches are considered to be an extension of the front of the building and cannot encroach into the established front right of way.

The applicant has pathways for the porch to be modified to come into conformance with the Zoning Code.

1. Reduce the overall size of the porch to 25 square feet to be able to classify the structure as a landing to the front door, not a porch.
Create a covered porch. Chapter 44 allows for covered front porches to encroach into the front yard setback with a conditional use permit. A neighboring property across the street at 1230 Spence has a covered porch with dimensions of a similar size to 44 square feet.
- 2.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 25-18 Application
2. 25-18 Site Plan and Exhibits



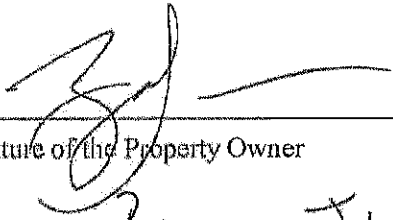
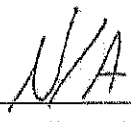
ZONING BOARD OF APPEALS VARIANCE APPLICATION

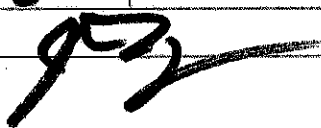
Application Deadline: First Tuesday of the Month at 12:00 Noon.

DATE:	7/10/2025	PROJECT #:	121415	APPEAL #:	25-18
APPLICANT INFORMATION:					
Name: Ryan Johnson					
Business Name: N/A					
Address: 1225 Spence St.					
City, State, Zip: Green Bay, WI 54304					
Phone: [REDACTED]					
Email: [REDACTED]					
PROPERTY OWNER INFORMATION (if different from above):					
Name: Ryan and Alexandria Johnson					
Business Name: N/A					
Address: 1225 Spence St.					
City, State, Zip: Green Bay, WI 54304					
Phone: [REDACTED]					
Email: [REDACTED]					
HAS A SITE PLAN BEEN REVIEWED BY PLANNING STAFF? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
If you checked "NO", do not proceed. You must contact a member of the Planning staff to review your site, identify issues with the Zoning Code, and seek potential alternatives. Upon denial of a site plan, a formal variance submission may proceed.					
PLEASE FILL OUT INFORMATION BELOW REGARDING THE PROPOSED DIMENSIONAL VARIANCE:					
Location/Address: 1225 Spence St. Green Bay, WI 54304					
Tax Parcel Number(s): 1-1664					
Describe the Variance Request:					
We were informed that our front porch was limited to 25 square feet for the front setback per code Sec. 44-554, Table 44-2 Note C (municipal policy 17-07).					
The porch was in a state of disrepair when we purchased the home and needed to be rebuilt per our home inspector.					
We hired a contractor to complete this work and were not aware that a permit was required based on the advice, albeit bad advice, of several contractors.					
Based on the porches we saw in the neighborhood, including across the street, we requested that the porch be about a foot wider on each side of the front door.					
We were informed that the size of the porch was approximately 35-38 square feet, and, thus, over the 25 foot setback.					
We are requesting a Variance of this setback to allow the approximately 35 square feet as this is similar to homes in the neighborhood, is safer than the existing structure, would result in unnecessary burden, and may result in a less stable structure as the posts may need relocation.					

List ordinance(s) (number and description) the variance will be impacting (staff will assist with this).
We were informed that Code Sec 44-554, Table 44-2 Note C (municipal policy 17-07) allows up to 25 square feet in front of a house for a landing to enter a front door.
THREE STEP TEST - To qualify for a variance, the applicant must demonstrate that their property meets the following three (3) requirements:
Does unique physical characteristics of your property prevent the compliance with the ordinance? Explain
Yes. The municipal policy only allows for 25 square feet and the current porch is approximately 35-38 square feet.
Our contractor complied with the frost barrier and dug down the necessary 4 feet for the posts, so tearing down the existing porch would likely require moving the posts. The prior porch was not secured into the ground and was a safety hazard.
Previous owners made changes that forced us to rectify the structure. They also had significant vegetation around the porch, and the soil is loose and in poor condition.
Moving the posts is likely to inhibit a stable structure. Further, strict conformity is unnecessarily burdensome. We hired a contractor to complete this project.
The contractor stopped work on June 3, 2025 as we were informed a permit was necessary.
The contractor submitted the permit and was told she could commence work on June 5, 2025.
We were only informed of the municipal policy after completion of the project on June 13, 2025.
Thus, strict conformity is unnecessarily burdensome as it would result in significant expense, tearing down the existing structure, and likely will result in a porch that is not stable as the posts may need relocation since the soil is quite loose from previous vegetation.
Would granting the variance be contrary to the public interest? Explain.
No. Several porches in the surrounding area are significantly larger or similar to the one built by our contractor.
Specifically, 1230 Spence st, 1215 Spence st, 1231 Oneida st and the home directly across the street from it, 1148 Oneida, 1125 Oneida, and 1103 Oneida are but a few examples of homes nearby. The list was truncated to provide examples.
Further, we removed the existing structure because it was a safety hazard. The structure was rotting and falling apart.
The new structure is beautiful, solid, and just over the square footage allowable but relative to other homes in the neighborhood.
The variance from the setback is not contrary to the public interest. The porch extends wider but not farther into the yard and is actually safer.
Setbacks ensure sufficient space between buildings and property lines, which is the case here as there is adequate space.
Setbacks reduce fire hazards and allow emergency responders adequate access in case of emergencies, which ours does as the previous was rotting and unsafe and did not allow this.
The porch does not obstruct sidewalks or encroach rights-of-way, and does not pose a risk to pedestrians or traffic and actually rectifies the previous safety risk.
Why would not getting the variance unreasonably prevent you from using the property for a permitted purpose (leaving the property owner without any use that is permitted for the property) or would render conformity with such restrictions unnecessarily burdensome?
Yes. As noted above, we only recently purchased the home and needed to fix the porch as it was a safety hazard.
The cost to do such a project was significant. We also had issues with our old air conditioning unit and were required to replace the system.
We purchased an older home that was not maintained and are slowly trying to fix all of the issues at a significant expense.
We had a child in December and tearing down and rebuilding would be unnecessarily burdensome as we have significant medical expenses as well.
Further, we were informed that the project would be permitted to continue on June 5, 2025 if the permit was submitted.
We were not told of the municipal policy until over a week later, so this unnecessary hardship was not self-imposed.
The unnecessary hardship resulted from trying to make a safe structure and submitting a permit and continuing work on the timeline provided by the inspector.
Finally, tearing the structure down is unnecessarily burdensome as relocation of posts may result a less stable structure as the area will be disturbed.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE VARIANCE PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE ZONING BOARD OF APPEALS.

	
Signature of the Property Owner	Signature of Applicant (working as "Agent" for owner)
Ryan Johnson	
Print Name	Print Name
7-11-25	
Date	Date

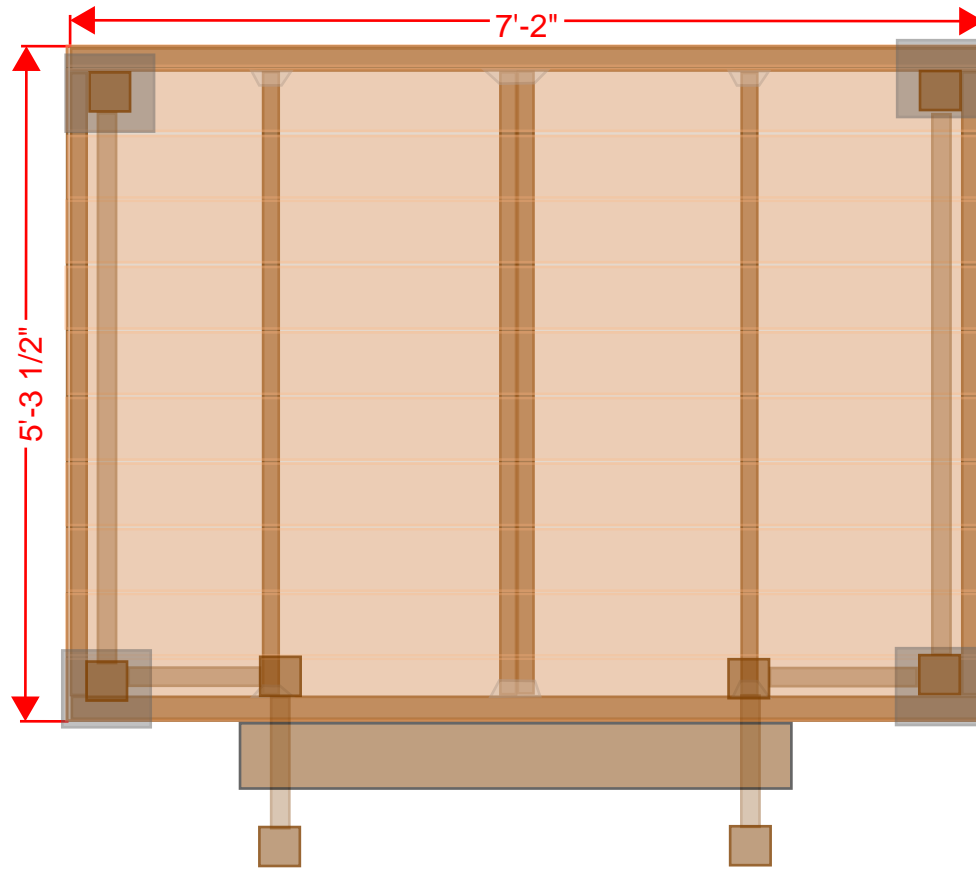
OFFICE USE ONLY:	Parcel #: 1-1664	Residential \$125 <input checked="" type="checkbox"/>	Commercial \$250 <input type="checkbox"/>
District: 8	Zoning: M	Meeting Date: Aug 21	Receipt #: •
Submittal Date: 7/11/24	Staff Signature: 		



1225 Spence St
Recently viewed



Top View





Report to the
Zoning & Planning Board of Appeals
of the City of Green Bay

MEETING DATE

August 18, 2025

PREPARED BY

Jon LeRoy, Zoning Administrator

AGENDA ITEM # F.5

(Appeal 25-19) Consideration, with possible action, on a variance request from Sarah Brainard of Creative Sign Company—applicant and Steve Genda of Weekes Forest Products, Inc.—property owner; requesting to exceed signage standards at 2225 Starr Court. (Ald. M. Eck, District 11)

The Board may convene in closed session pursuant to Sections 19.85(1)(a), Wis. Stats., for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Board will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

The applicant seeks variance relief from 2 sections of the Green Bay Municipal Code, Chapter 30: Signs

Sec. 30-37. Signs Permitted in Industrial Districts, Table 30-3. Minimum Front Yard Setback 10 feet

Sec. 30-6. (4) Directional signs. Directional signs not exceeding six square feet in a commercial, mixed-use, or industrial district or three square feet in a residential district displayed strictly for the direction, safety, or convenience of the public, including signs which identify restrooms, parking area entrances or exits, loading areas, addresses, or similar noncommercial information. Sign height shall not exceed six feet.

The applicant seeks to place a directional sign which is setback 7.4 feet from the front right of way, 32.5 square feet in size, and 8 feet in overall height.

The applicant is seeking to create a new directional safety sign at 2225 Starr Court. The site, Weekes Forest Products, is an industrial facility located in the cul-de-sac at Starr Court. The site has two signs near the entrance of the facility. One is a typical monument sign replace in kind which has been approved. A second sign, located approximately 7.4 feet from the right of way, is a directional signage with safety information posted. The applicant is seeking to create an improved sign at the same location which seeks to have a sign face of 6.5 tall by 5 feet wide. The height gap at the bottom of the sign is proposed to be 1.5 feet, creating an 8-foot-tall sign overall.

Staff consider the proposed sign to be a directional sign, which is considered to be an exempt sign. This means it does not need to have a permit and said signs are not applied towards the maximum sign allowance on a property. However, the signage must still meet the requirements of sizing for exempt signs and placement of signs within a district.

The directional sign is purposed to stay in the existing location of a similar-sized sign on the property.

To meet code, the applicant could move the sign back to 10 feet off the front right of way, the sign face could not exceed 6 square feet and not be taller than 6 feet in height.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 25-19 Application
2. 25-19 Applicant Narrative
3. 25-19 Sign Exhibit
4. 25-19 Application Additional Exhibits
5. 25-19 Image Distance from ROW



ZONING BOARD OF APPEALS VARIANCE APPLICATION

Application Deadline: First Tuesday of the Month at 12:00 Noon.

DATE: 7/2/2025	PROJECT #: 121591	APPEAL #: 25-19
APPLICANT INFORMATION:		
Name: Sarah Brainard		
Business Name: Creative Sign Company		
Address: 505 Lawrence Dr.		
City, State, Zip: DePere WI 54115		
Phone: 920.336.8900		
Email: redacted		
PROPERTY OWNER INFORMATION (if different from above):		
Name: Division Manager Shareholder- Steve Genda		
Business Name: Weekes Forest Products, Inc		
Address: 2225 Starr Court		
City, State, Zip: Green Bay, WI 54303		
Phone: redacted		
Email: redacted		
HAS A SITE PLAN BEEN REVIEWED BY PLANNING STAFF? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
If you checked "NO", do not proceed. You must contact a member of the Planning staff to review your site, identify issues with the Zoning Code, and seek potential alternatives. Upon denial of a site plan, a formal variance submission may proceed.		
PLEASE FILL OUT INFORMATION BELOW REGARDING THE PROPOSED DIMENSIONAL VARIANCE:		
Location/Address: 2225 Starr Court		
Tax Parcel Number(s): 6H-1629		
Describe the Variance Request:		
Weekes Forest Products respectfully requests a variance to install a safety sign near the entrance of its facility, located at the end of a dead-end street. The proposed sign will display on-site safety rules and will be positioned outside of the perimeter gate and close to the road, allowing truck drivers to read and understand the requirements before entering the premises. This measure is critical for maintaining a safe environment for all personnel and visitors. Due to visibility needs, the sign must include lettering that is at least 1.75" tall so it can be clearly read from a truck cab on the road, and all rules listed on the sign are essential and cannot be omitted or abbreviated. Reducing the sign size would compromise legibility and the effectiveness. Setback - The current sign is set back 7'-4", not the required 10'. Relocating the sign would require digging two new footings, 42" deep and 18" diameter, 14' away from the trees which would damage the root structure of the mature cedar trees that are 17'-4" away from the current sign.		

List ordinance(s) (number and description) the variance will be impacting (staff will assist with this).

30-37 Signs Permitted in Industrial Districts Table 30-3 Minimum setback 10 feet.

Sec 30-6 exempt signs states that directional signs not exceeding six square feet and not taller than six feet are allowed without permit

THREE STEP TEST - To qualify for a variance, the applicant must demonstrate that their property meets the following three (3) requirements:

Does unique physical characteristics of your property prevent the compliance with the ordinance? Explain

Weekes Forest Products is located on a dead-end street and has very limited street frontage. The facility is fully fenced, and the entrance gate is set back only about 35 feet from the road. The ordinance allows for additional signage that is no larger than 6 square feet and under 6 feet in height, but this size limitation does not allow for the visibility and legibility required for our safety signage. The sign must be placed outside the gate so that truck drivers can read and understand the on-site safety rules before entering the premises. Due to the distance between the road and the gate, and the necessity of using 1-3/4-inch-tall lettering for readability from truck cabs, a larger sign is required. The physical constraints of the site make it impractical to place a compliant sign in a location that would meet the company's safety needs. The mature cedar trees are 17' away from the current sign. Relocating the sign requires digging two new footings that would likely injure the roots, potentially destabilizing the trees. It would be a structurally risky and expensive, making compliance unreasonably burdensome.

Would granting the variance be contrary to the public interest? Explain.

Granting the variance would not be contrary to the public interest. The sign will be located on a dead-end street with very limited traffic, and it will primarily be seen by truck drivers and visitors who are specifically coming to Weekes Forest Products. Since it is on a dead end, the driveway does not allow for left turns when leaving the site, and the sign placement will not obstruct sight-lines or interfere with traffic flow. Because of its location and purpose, the sign will not negatively impact neighboring properties or the general public. On the contrary, it will enhance safety by ensuring that all drivers entering the site are aware of and able to comply with necessary safety rules before accessing the premises. Placing the sign inside of the gate is not a viable option as drivers need to comply with safety rules before entering the site. Regarding setback, the existing sign has been there for 30+ years and its location has not caused public detriment. The city does not plow snow or mow at its location, and the sign poses no safety risk and has not affected public welfare.

Why would not getting the variance unreasonably prevent you from using the property for a permitted purpose (leaving the property owner without any use that is permitted for the property) or would render conformity with such restrictions unnecessarily burdensome?

Compliance with the existing sign size restrictions would result in a sign that is too small to be legible to trucks from the road, rendering it ineffective for conveying critical safety information before they enter the premises.

Displaying the safety rules clearly and before entering the gate mitigates risk of unsafe behavior by ensuring all drivers and visitors are informed of site expectations before accessing operational areas. Not clearly displaying the safety rules would cause an unnecessary burden by placing both operational and safety responsibilities at risk.

Relocating the sign imposes a practical difficulty because of the nearby trees and root zone.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE VARIANCE PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE ZONING BOARD OF APPEALS.

St. Wm. Manager

Signature of the Property Owner

Sarah Brand

Signature of Applicant (working as "Agent" for owner)

WEEKES PROPERTIES LLC

Print Name

SARAH BRAND

Print Name

7-29-2025

Date

7-29-2025

Date

OFFICE USE ONLY:	Parcel #: 6H-1629	Residential \$125 <input type="checkbox"/>	Commercial \$250 <input checked="" type="checkbox"/>
District: 11	Zoning: BP	Meeting Date: Aug 2025	Receipt #:
Submittal Date: 7.29.25	Staff Signature: jl		



**FOREST
PRODUCTS
DISTRIBUTORS &
MANUFACTURERS**

www.weekesforest.com

**CORPORATE OFFICE
DISTRIBUTION CENTER**

PO Box 14327
St. Paul, MN 55114
(651) 644-9807
(651) 644-9520 Fax
stpsales@weekesforest.com

CHICAGO DIVISION

480 West 138th Street
Riverdale, IL 60827
(708) 201-7500
(708) 201-7515 Fax
ilsales@weekesforest.com

FARGO DIVISION

2305 Great Northern Drive
Fargo, ND 58102
(701) 237-6559
(701) 237-6654 Fax
ndsales@weekesforest.com

GREEN BAY DIVISION

2225 Starr Court
Green Bay, WI 54303
(920) 498-2700
(920) 498-1680 Fax
gbsales@weekesforest.com

MICHIGAN DIVISION

5528 Rusche Drive NW
Comstock Park, MI 49321
(616) 647-9004
(616) 647-9014 Fax
misales@weekesforest.com

MILWAUKEE DIVISION

W209 N17270 Industrial Drive
Jackson, WI 53037-9810
(262) 446-0119
(262) 446-0351 Fax
wisales@weekesforest.com

TAMPA DIVISION

LOGAN LUMBER COMPANY
1635 Tappan Boulevard
Tampa, FL 33619
(813) 253-3445
(813) 251-9236 Fax
sales@loganlumber.com

Date: 6/18/25

Dear: Green Bay Zoning Administrators

Weekes Forest Products takes immense pride in our safety record, having our shareholders, suppliers, over the road drivers, customers and visitors remain safe while on-site. Our old safety sign by our main gate needs replacement and from talking with inbound drivers can be easily missed. One of our 2025 branch safety initiatives in Green Bay is to improve our safety signage. By changing the color of the safety sign, increasing sign size slightly, we can increase the awareness of the signs presence (read from further away), thus drawing attention to our safety rules and polices. We believe the new sign plays a key role in our overall site safety goal of keeping everyone safe and injury free while on-site by sharing our safety rules and process prior to ever stepping foot on-site. As of 6/17/25 Weekes Forest Products Green Bay has gone 1,940 days without an OSHA recordable injury. Safety First and Always.

We thank you for your consideration of our request for a change in sign size in order to continue to improve the level of safety awareness at our site.

Thank you,
Steve

Steve Genda

Division Manager|Shareholder

Direct: 920.965.7950

Mobile: 608.347.9620

www.weekesforest.com



505 LAWRENCE DR. DE PERE, WI 54141
920.336.8900 CREATIVESIGNCOMPANY.COM

CLIENT: WEEKES FOREST PRODUCTS
LOCATION: 2225 STAR CT, GREEN BAY, WI 54311
DRAWN BY: BILL V
SALESPERSON: SARAH B

DATE: 05/23/2025
LEAD #: 4337
PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
BY	06/02/2025	BKGER	
BY	06/09/2025	LARGER COPY	
BY	06/19/2025	OUTBOUND	

NEW FACES FOR EXISTING SIGN

QUANTITY: (1) EXISTING S/F NON LIT SIGN
NEW FACE: PREFINISHED 3MM WHITE ACM
GRAPHICS: DIRECT PRINT W/ GLOSS LAM
FONT: HELVETICA STD BOLD
MOUNTING: FLUSH TO EXISTING WOODEN FRAME
W/ VISIBLE NON-CORROSIVE MECHANICAL FASTENERS

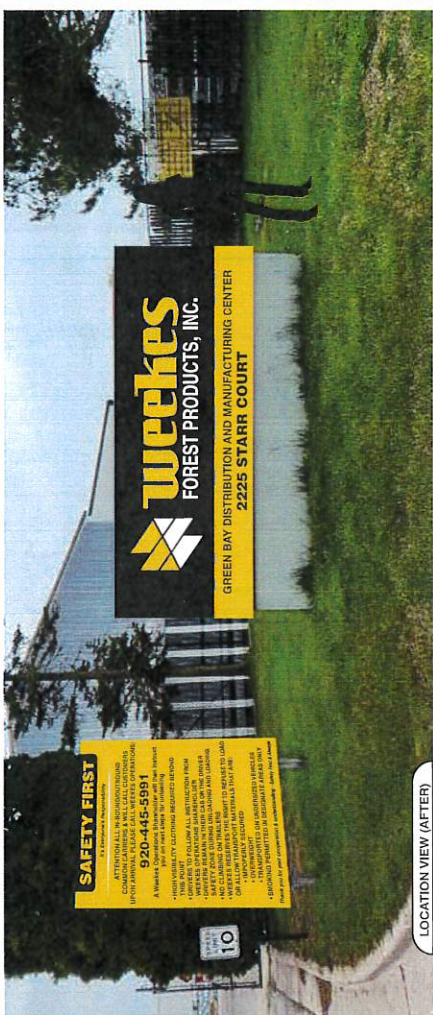
INSTRUCTION: REMOVE & DISPOSE OF EXISTING FACE.
PRODUCE AND INSTALL NEW ACM FACE

COLORS:

- C-1 BLACK
- C-2/P-2 PMS 7408C
- C-3 WHITE

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

SIGNATURE _____ DATE _____



LOCATION VIEW (AFTER)
SCALE: 1/4" = 1'

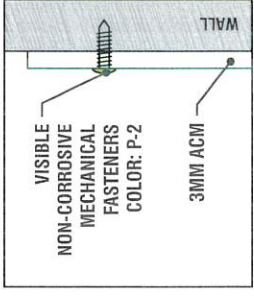


LOCATION VIEW
SCALE: NTS



ALT-2: LOC-1
OPTION A

REMOVE & DISPOSE
OF EXISTING FACE



Letter Height	Max. Readable Dist.	Max Impact
1"	33'	10'
2"	75'	20'
3"	100'	30'
4"	150'	40'
6"	200'	60'
8"	350'	80'
9"	450'	90'
10"	500'	100'
12"	600'	120'
15"	750'	150'

THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO. INC.

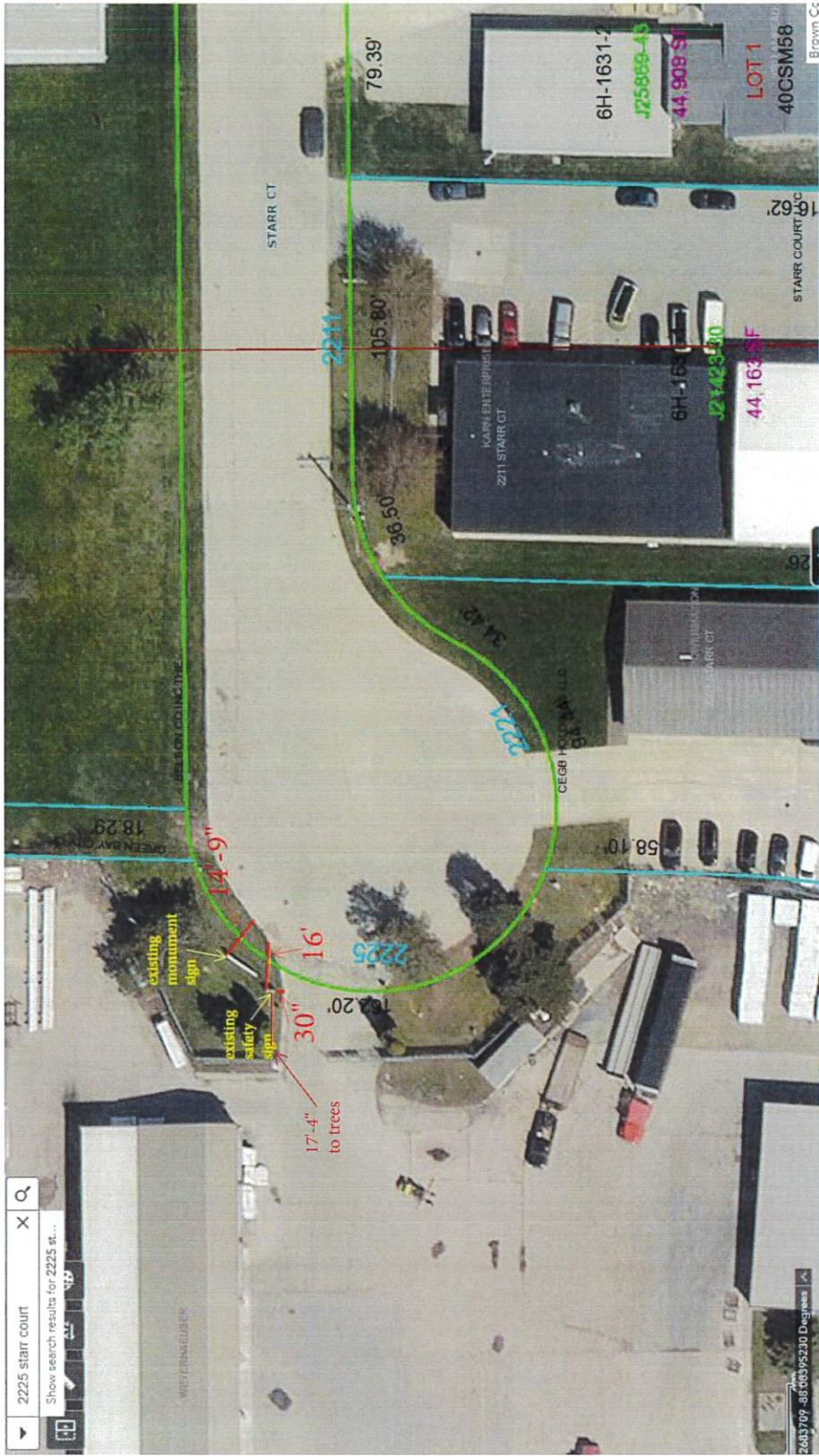
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CONCEPTUAL DRAWING ONLY

All sizes and dimensions are illustrated for conceptual purposes only. They are not intended to be used for construction. The customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.

CUSTOMER RESPONSIBILITIES

Please review all drawing details closely, as Creative Sign will produce signs as approved drawing. The customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.



Site Map



Approaching the gate view of existing sign



Existing Safety Sign with prints of proposed increased copy size and color



GIS Full Lot View



Measurement X

☑ ☑ | Feet (US) ▾

Measurement Result

7.36 Feet (US)

Press **CTRL** to enable snapping

30-37 Tabla 30-3

