



# AGENDA OF THE ZONING & PLANNING BOARD OF APPEALS

**MONDAY, JUNE 15, 2026, 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/85259382056?pwd=z6OdaYq0gNap7CSvkqgg0Ofv7lQ77t.l>

Or call in by phone: +1 312 626 6799

Meeting ID: 852 5938 2056

Passcode: 915604

If you wish to leave a comment for this public meeting, 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, June 15, 2026, meeting of the Zoning & Planning Board of Appeals.

## **D. Approval of Minutes.**

- I. Approval of the minutes from the May 18, 2026, meeting.

## **E. Regular Business.**

- I. (Appeal 26-11) Consideration with possible action on a variance request from Sherri Bustamante Saldana, property owner and applicant, requesting approval to deviate from front yard off-street parking setback standards for a one-family residence within an R1 Low Density Residential district at 1300 Edgewood Drive (Ald. J. Hutchison, District 2).

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 26-12) Consideration with possible action on a variance request from Tim Kuehn of Kuehn Ridge Holdings LLC, property owner, and Andrea Swanson of Nolan Sign Company, applicant, requesting approval to deviate from temporary sign maximum time period standards at 1835 S Ridge Road (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.

3. (Appeal 26-13) Consideration with possible action on a variance request from Dalton Ruesch of Ruesch Properties LLC, property owner and applicant, requesting approval to deviate principal structure ground floor front façade standards at 1669–1671 Amy Street (Ald. J. Shelton, District 4).

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.

## **F. Informational.**

1. Discussion with Law staff regarding Zoning and Planning Board of Appeals duties regarding actions relating to Chapter 10 of the Green Bay Municipal Code.
2. Next Meeting: July 20, 2026

## **G. Adjournment.**

1. Adjournment of the Monday, June 15, 2026, 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](http://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**

June 15, 2026

**PREPARED BY**

**AGENDA ITEM # D.I**

Approval of the minutes from the May 18, 2026, meeting.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. BOA Minutes 05.18.2026



# **MINUTES OF THE ZONING & PLANNING BOARD OF APPEALS**

**MONDAY, MAY 18, 2026, 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/85259382056?pwd=z6OdaYq0gNap7CSvkqgg0Ofv7lQ77t.l>

Or call in by phone: +1 312 626 6799

Meeting ID: 852 5938 2056

Passcode: 915604

If you wish to leave a comment for this public meeting, 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.

Present: Noel Halvorsen, Steven Schuchart, Joshua Koch, Brian Ritter

## **C. APPROVAL OF THE AGENDA.**

- I. Approval of the agenda for the Monday, May 18, 2026, meeting of the Zoning & Planning Board of Appeals.

Moved by Joshua Koch, seconded by Steven Schuchart to approve the agenda.

Motion Passed.

Yes—Noel Halvorsen, Steven Schuchart, Joshua Koch, Brian Ritter, No-None, Abstain-None.

#### **D. APPROVAL OF MINUTES.**

- I. Approval of the minutes from the April 20, 2026 meeting.

Moved by Steven Schuchart, seconded by Joshua Koch to approve the minutes.

Motion Passed.

Yes—Noel Halvorsen, Steven Schuchart, Joshua Koch, Brian Ritter, No-None, Abstain-None.

#### **E. REGULAR BUSINESS.**

- I. (Appeal 26-10) Consideration with possible action on a variance request from Jim Wolfe of Vierbicher, applicant and Dan Peters of Robert Peters Construction Inc. — property owner, requesting approval to deviate from corner front yard setback standards for a one-family residence within an R1 Low Density Residential district at 1437 Baumgart Rd. (Ald. K. Hinkfuss, District 12)

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.

Chair Noel Halvorsen asked the Board of Appeals members to confirm whether they had any conflicts of interest. All members affirmed they did not.

Chair Noel Halvorsen asked the Board of Appeals members to confirm whether they had received any communication about this matter. All Board members affirmed they did not.

Chair Noel Halvorsen affirmed Jon Leroy.

Chair Noel Halvorsen affirmed Brad Reimer.

Speakers:

Jon LeRoy—Staff

Brad Reimer—Vierbicher 400 Security Blvd.

#### **Section 44-554, Table 44-2 Note e**

*Corner properties: The side facade of a corner building adjoining a public street shall maintain the front setback of the adjacent property fronting upon the same public street. If no structure exists on the adjacent property, the setback shall be a minimum of one-half the required front yard setback of the subject property's zoning district.*

Moved by Joshua Koch, seconded by Steven Schuchart to approve to deviate from corner front yard setback standards for a one-family residence within an R1 Low Density Residential

district at 1437 Baumgart Rd.

Motion Passed.

Yes—Noel Halvorsen, Steven Schuchart, Joshua Koch, Brian Ritter, No-None, Abstain-None.

## **F. INFORMATIONAL.**

1. Discussion with Law staff regarding ZBOA duties regarding actions relating to Chapter 10 of the Green Bay Municipal Code.

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.

Postponed until June

2. Next Meeting: June 15, 2026

## **G. ADJOURNMENT.**

1. Adjournment of the Monday, May 18, 2026, meeting of the Zoning & Planning Board of Appeals.

Moved by Brian Ritter, seconded by Steven Schuchart to adjourn.

Motion Passed.

Yes—Noel Halvorsen, Steven Schuchart, Joshua Koch, Brian Ritter, No-None, Abstain-None.



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

**MEETING DATE**

June 15, 2026

**PREPARED BY**

Jon LeRoy, Zoning Administrator

**AGENDA ITEM # E.1**

(Appeal 26-11) Consideration with possible action on a variance request from Sherri Bustamante Saldana, property owner and applicant, requesting approval to deviate from front yard off-street parking setback standards for a one-family residence within an R1 Low Density Residential district at 1300 Edgewood Drive (Ald. J. Hutchison, District 2).

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 one section of the Green Bay Municipal Code, Chapter 44: Zoning**

Section 44-1746 (1)

*Driveways shall lead directly to a garage (plus two (2) feet on either side of the garage) or legal parking stall.*

The applicant seeks to place a 12-foot wide driveway adjacent to a two-stall garage. Said driveway parking stall is proposed to be located one (1) foot off of the garage door opening and the applicant seeks to have an exception to allow for an 11 foot (12 feet wide - one (1) foot from the garage door opening) parking stall adjacent to the garage in the corner front yard.

The property is located at the corner of Edgewood Drive and Eileen Street. The existing parcel is a single-family residential with an attached two-stall garage and tandem drive in front of the garage. The addition of a parking stall in this configuration leads to a request to place a parking stall within the front yard setback.

In the established built design of the home and garage placement, there are no options for additional parking stalls which meet the code.

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. 26-11 Full Application and Submitted Documents Redacted
2. 26-11 View From Street
3. 26-11 Aerial





# ZONING BOARD OF APPEALS VARIANCE APPLICATION

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

|                           |                          |                        |
|---------------------------|--------------------------|------------------------|
| <b>DATE:</b> June 1, 2026 | <b>PROJECT #:</b> 124298 | <b>APPEAL #:</b> 26-11 |
|---------------------------|--------------------------|------------------------|

**APPLICANT INFORMATION:**

Name: Sherri Bustamante Saldana

Business Name:

Address: 1300 Edgewood Dr

City, State, Zip: Green Bay, WI 54311

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?**  YES  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: 1300 Edgewood Dr Green Bay, WI 54311

Tax Parcel Number(s): 213558

Describe the Variance Request:

Would like to extend/widen driveway to allow more space for parking; we now have a total of four people who drive and there isn't enough space to park four vehicles. Our garage only fits one vehicle, leaving three vehicles to be parked in our driveway. The third vehicle then blocks the sidewalk, which is not allowed and is subject to a parking violation resulting in a possible fine. We do not always have space on the side of the road (Eileen St) to park our vehicles because our neighbors use that area to park their vehicles sometimes. We are requesting that the cemented area be the same length as the fence (12ft). We would remove the small slab that is outside of the side garage door, and cement that area completely. Unsure of how far down we can bring the cement slab, but we're willing to work with the city regarding the size. I've included pictures of a vehicle parked in the area that we want to cement for reference. We would like to request a permit to cement a pathway to our back yard (outline in black on reference picture) but not requesting permit until we find out the decision of this request.

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

Attempted to contact two people regarding this part of the application, left messages for both (Jon and I believe the gals name was Stephanie) but I didn't receive a phone call back to address this part of the application. 44-1746 (1) Driveways shall lead to garage plus 2 feet. Seek to extend 11' beyond garage.

**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

After speaking with Logan Krueger, building inspector about a permit to extend/widen the driveway he notified me that because my home is on a corner we are not allowed to extend/widen driveway. He did inform me that I could fill out a variance application to have my request reviewed by the zoning board.

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

I don't believe it would; we would be parking our third vehicle far enough back that it would not be blocking the view of other vehicles coming up Eileen street looking to turn either left or right onto Edgewood drive. We would also no longer be blocking the sidewalk where many people walk through on a daily basis, and we would no longer need to use the side of the street to park our vehicle if granted this request.

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?

Continuation of the possibility of parking tickets for blocking the side walk when the side street parking is not available.

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.

*Sherrí Bonstamante Saldaña*

Signature of the Property Owner

Sherrí Bonstamante-Saldaña

Print Name

6-1-26

Date

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

Print Name

Date

**OFFICE USE ONLY:**

|                        |                    |  |   |   |
|------------------------|--------------------|--|---|---|
| District: 2            | Zoning: R1         | Parcel #: 21-3558  | Residential \$225 <input checked="" type="checkbox"/> | Commercial \$350 <input type="checkbox"/> |
| Submittal Date: 6.1.26 | Meeting Date: 6.15 | Work started or completed:<br>Residential \$450 <input type="checkbox"/> Commercial \$700 <input type="checkbox"/> |   |   |
| Staff Signature: jl    |                    |  | Receipt #:  |   |

Find Address, Parcel ID or...

2430  
XYZ  
98

80.00'

6

21-3557

120.00'

78.24'

7

21-3558

12 FT

5 FT

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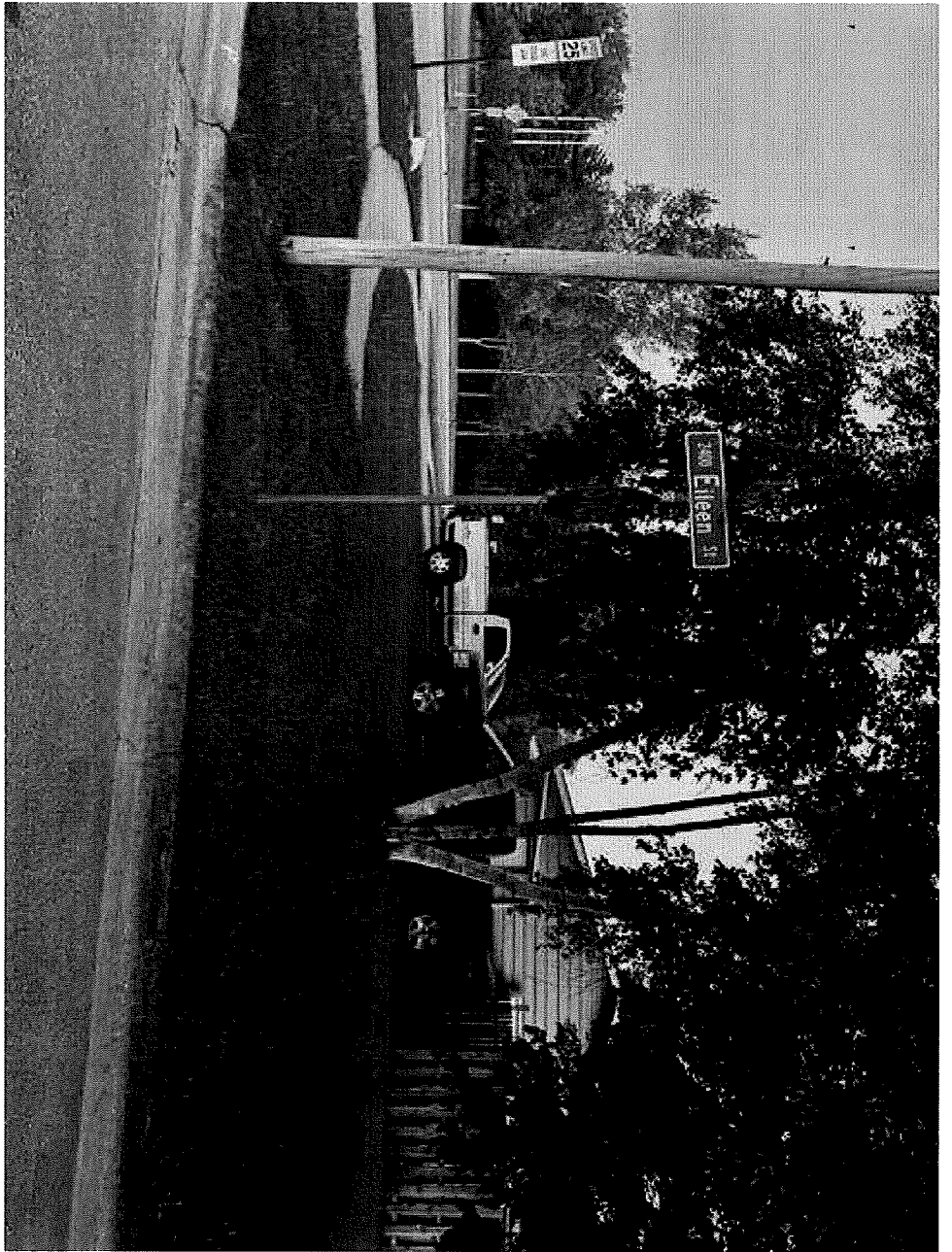
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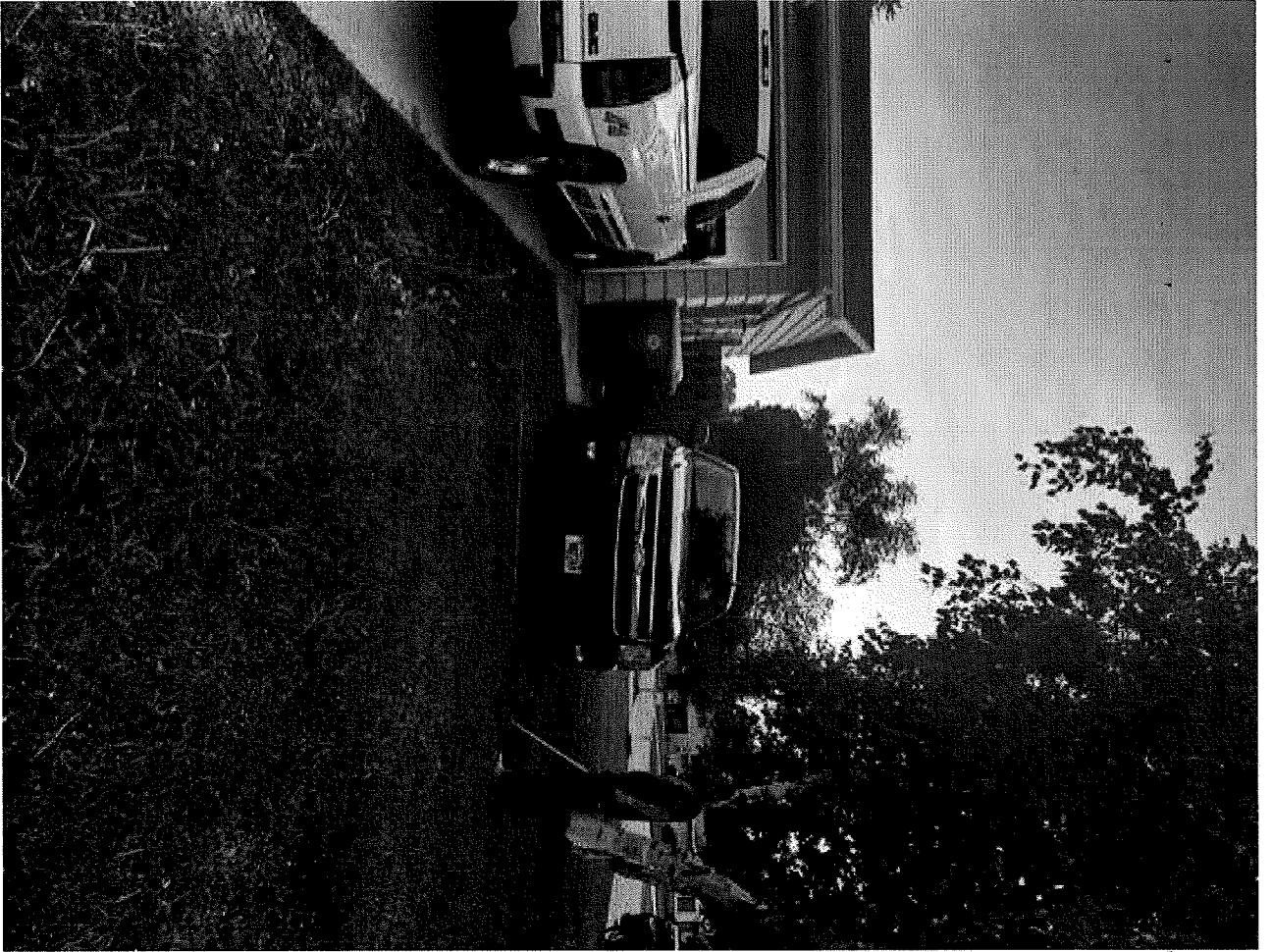
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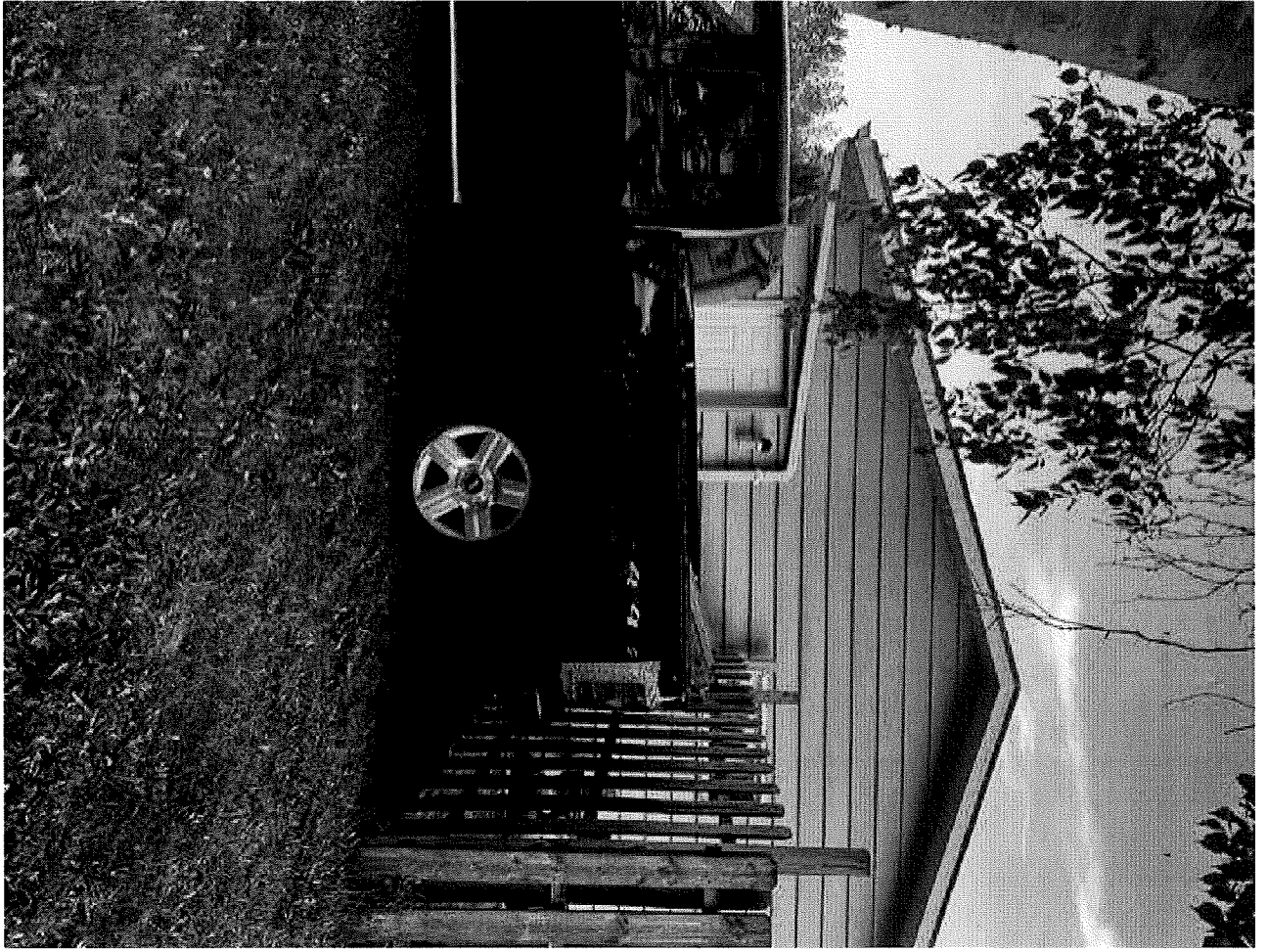
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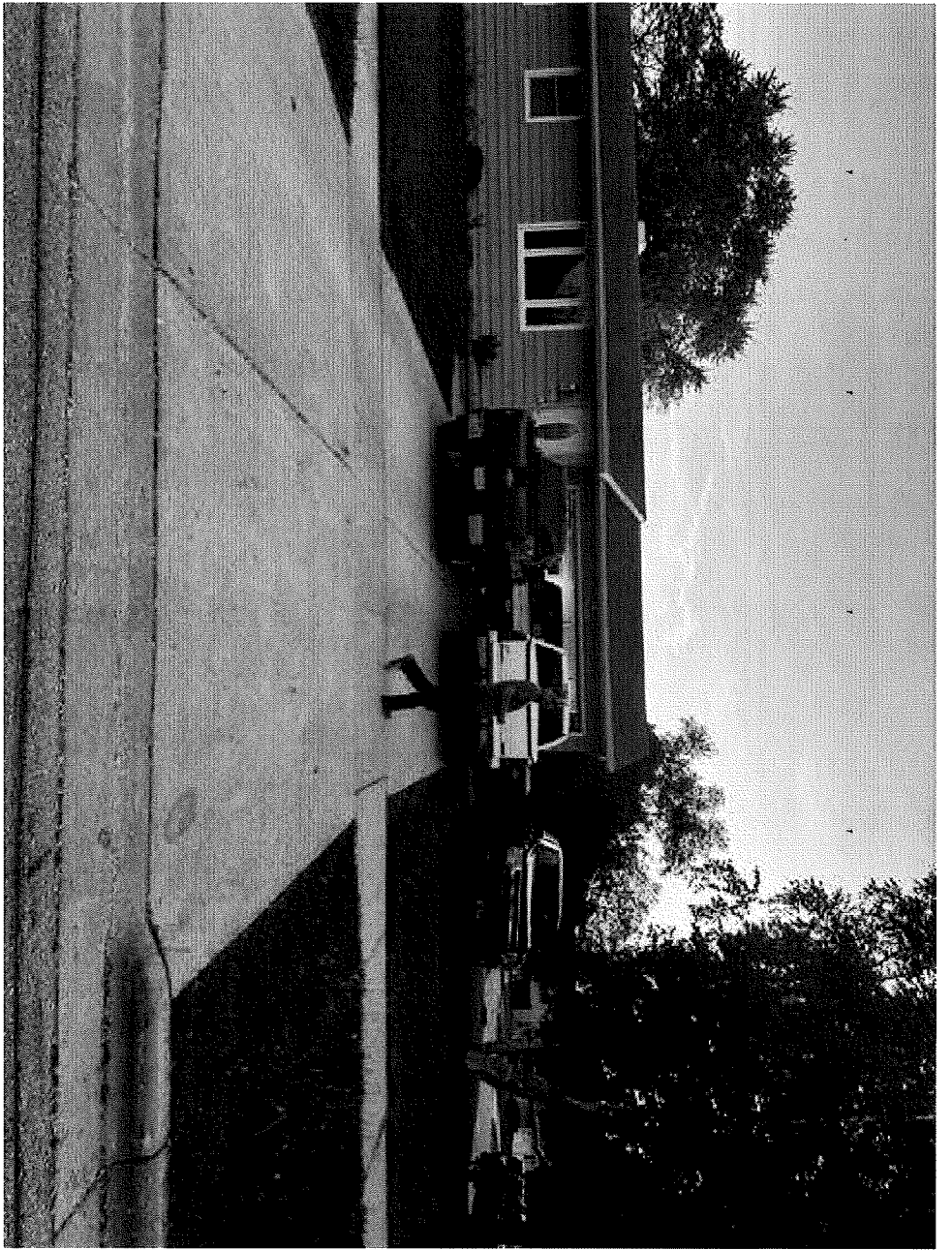
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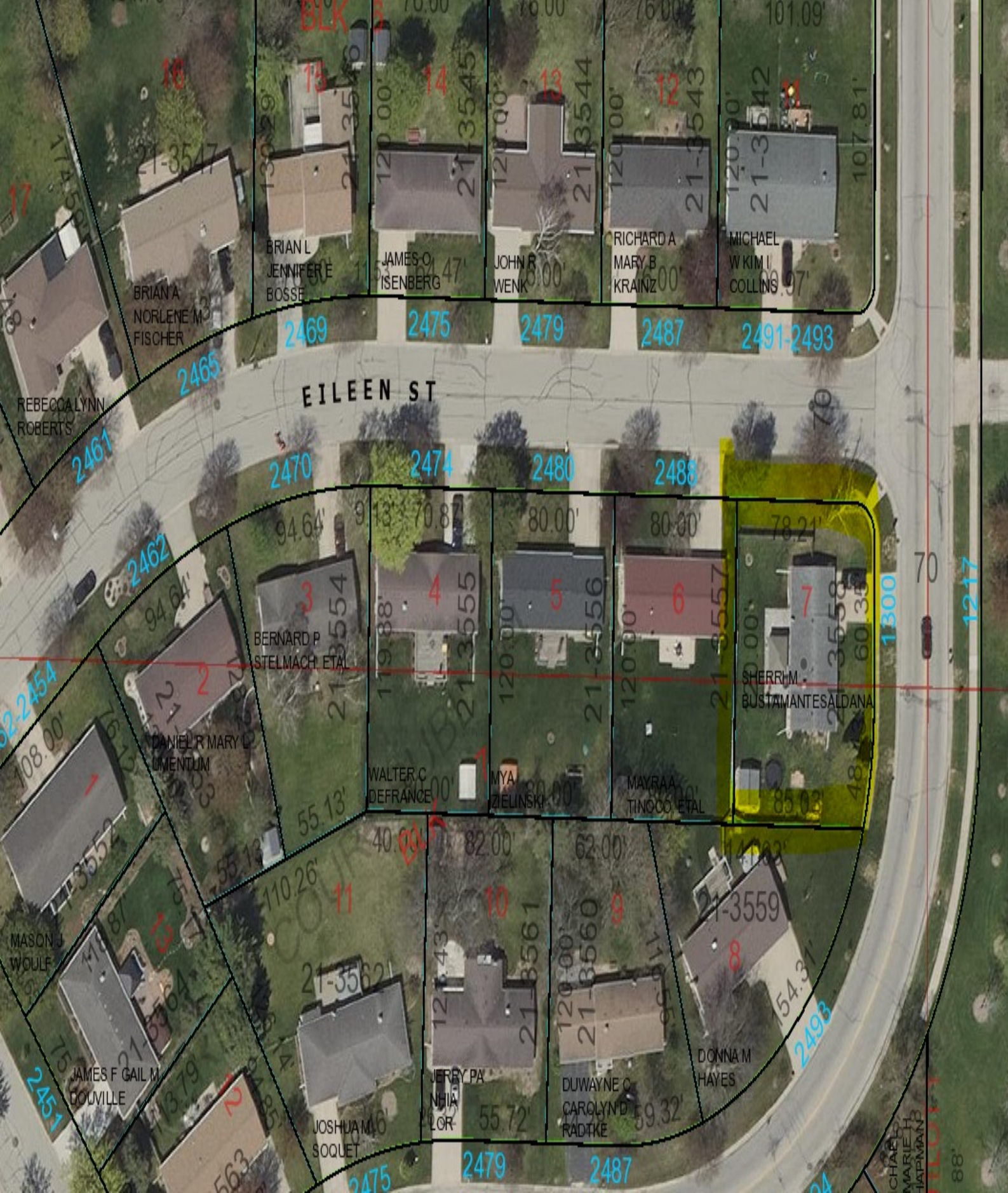




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JAMES O ISENBERG

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JOHN R WENK

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RICHARD A MARY B KRAINZ

2487

MICHAEL W KIM I COLLINS

2491-2493

REBECCALYNN ROBERTS

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2488

BERNARD P STELMACH ETAL

DANIEL R MARY L UMENTUM

WALTER C DEFRANCE

MYA ZIELINSKI

MAYRAA TINOCO ETAL

SHERRIN BUSTAMANTESALDANA

MASON J WOLFE

JAMES F GAIL M DOUVILLE

JOSHUA M SOQUET

JERRY PA NHIA LOR

DUWAYNE C CAROLYN D RADTKE

DONNA M HAYES

CHARLES MARIETH HAPMAN

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120.00'

85.03'

108.00'

94.64'

91.13'

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1300

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

**MEETING DATE**

June 15, 2026

**PREPARED BY**

Jon LeRoy, Zoning Administrator

**AGENDA ITEM # E.2**

(Appeal 26-12) Consideration with possible action on a variance request from Tim Kuehn of Kuehn Ridge Holdings LLC, property owner, and Andrea Swanson of Nolan Sign Company, applicant, requesting approval to deviate from temporary sign maximum time period standards at 1835 S Ridge Road (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 one section of the Green Bay Municipal Code, Chapter 30. Signage**

Section 30-89 (6)

*Signs shall be limited to a maximum of three periods per year per property (defined by a single property identification number). Each period not to exceed 30 days.*

The applicant seeks to have a 32 square foot temporary sign placed on the property for a period in the year totaling 199 days and then seeking to have signage in the year 2027 which would be posted for 287 days (March 20—December 31).

The applicant seeks to have a 'temporary' sign placed on the property located at the corner of S Ridge Road and Lombardi Avenue to promote game day parking on the parcel. Game day parking located on grassy areas is permitted throughout the city during Lambeau Field large events such as Packer game days.

The applicant has received a temporary sign permit in Winter of 2024 and Fall of 2025 to allow for a temporary sign of 32 square feet to promote game day parking on the parcel. The parcel across from Lambeau Field has not had an established use since approximately 2016, when a previous office and residential homes were razed. The applicant cannot apply for a permanent sign to promote game day parking as the site has not been developed as a surface parking lot. Additionally, surface parking lot as a principal use is not permitted in the established Planned Unit Development nor is it permitted in the underlying Office Residential zoning.

The applicant has applied for a temporary sign permit in 2026 which lasted for 30 days to promote parking, specifically during the concerts held at Lambeau Field in May. The applicant can apply for two more periods of temporary signage on the site this year.

Additionally, all parcels in Green Bay are subject to a temporary sales sign exemption. Signage advertising game day parking is prevalent throughout the Lombardi Neighborhood on event days. Many parcels display such signage on a game day basis without applying for a temporary sign permit. Temporary sales signs are

permitted so long as they are no larger than eight (8) square feet and no more than two (2) per parcel. Such signs can be erected for a period not more than three (3) days and shall be removed at the end of the sale. Typically, this exemption is used to promote rummage sales on parcels.

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

1. 26-12 Application Redacted
2. 26-12 Signage Images



# ZONING BOARD OF APPEALS VARIANCE APPLICATION

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

|  |          |                   |        |                  |       |
|--|----------|-------------------|--------|------------------|-------|
| <b>DATE:</b>   | 05.29.26 | <b>PROJECT #:</b> | 123990 | <b>APPEAL #:</b> | 26-12 |
| <b>APPLICANT INFORMATION:</b>  |          |                   |        |                  |       |
| Name: Andrea Swanson (on behalf of Nolan Sign Company))  |          |                   |        |                  |       |
| Business Name: Nolan Sign Company  |          |                   |        |                  |       |
| Address: N6022 Old Lake Road   |          |                   |        |                  |       |
| City, State, Zip: Shawano, WI 54166  |          |                   |        |                  |       |
| Phone: redacted  |          |                   |        |                  |       |
| Email: redacted  |          |                   |        |                  |       |
| <b>PROPERTY OWNER INFORMATION (if different from above):</b>   |          |                   |        |                  |       |
| Name: Time Kuehn   |          |                   |        |                  |       |
| Business Name: Kuehn Enterprises   |          |                   |        |                  |       |
| Address: 1241 Lombardi Access Rd Ste A   |          |                   |        |                  |       |
| City, State, Zip: Green Bay, WI 54304  |          |                   |        |                  |       |
| Phone: redacted  |          |                   |        |                  |       |
| Email: redacted  |          |                   |        |                  |       |
| <b>HAS A SITE PLAN BEEN REVIEWED BY PLANNING STAFF?</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>  |          |                   |        |                  |       |
| 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. |          |                   |        |                  |       |
| <b>PLEASE FILL OUT INFORMATION BELOW REGARDING THE PROPOSED DIMENSIONAL VARIANCE:</b>  |          |                   |        |                  |       |
| Location/Address: 1835 S RIDGE RD, CITY OF GREEN BAY   |          |                   |        |                  |       |
| Tax Parcel Number(s): 1-1423   |          |                   |        |                  |       |
| Describe the Variance Request:   |          |                   |        |                  |       |
| We are asking permission to display the 4'x8' freestanding sign located at the Ridge Road entrance to this property from now through the duration of the Packer season (January 2027). And then spring 2027 through January 2028.                      |          |                   |        |                  |       |
|  |          |                   |        |                  |       |
|  |          |                   |        |                  |       |
|  |          |                   |        |                  |       |
|  |          |                   |        |                  |       |
|  |          |                   |        |                  |       |

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

Sec. 30-89. - Temporary signs

(6) Signs shall be limited to a maximum of three periods per year per property (defined by a single property identification number).

Each period not to exceed 30 days.

**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

N/A

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

No, this sign is located on the lesser traveled Ridge Road (as opposed to Lombardi Ave). The sign complies with size and placement restrictions and does not have any distracting features such as flashing lights or moving parts.

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?

This property could continue to operate as a parking lot, however since this is a premium parking location and generates significant income on event days, the owner would like the opportunity to keep the sign in place so that it can also be seen by passers-by on non-event days.

The traffic in this area can be pretty congested on game and event days and people who do not need to be in this area on game days tend to avoid driving near Lambeau field - so having the sign displayed on non-event days will allow people who are considering parking in this vicinity to plan ahead.

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.

*T. Kuehn*

Signature of the Property Owner

*Andrea Swanson*

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

TIM KUEHN

Print Name

Andrea Swanson

Print Name

6/1/2026

Date

06.01.26

Date

**OFFICE USE ONLY:**

|                        |                    |                            |  |  |
|------------------------|--------------------|----------------------------|--|--|
| District: 8            | Zoning: PUD (OR)   | Parcel #: 1-1423           | Residential \$225 <input type="checkbox"/> | Commercial \$350 <input checked="" type="checkbox"/> |
| Submittal Date: 6.1.26 | Meeting Date: 6.15 | Work started or completed: | Residential \$450 <input type="checkbox"/> | Commercial \$700 <input type="checkbox"/>            |
| Staff Signature: jl    | Receipt #:         |                            |  |  |

**D/F NON-LIT  
FREESTANDING SITE SIGN  
AREA: 32 SQ. FT.**

**MATERIALS**

- ACM PANEL W/ D-1 DIRECT PRINT GRAPHICS ON FACE
- MOUNTED FREESTANDING 2" X 4" FRAMEWORK
- ANCHORED IN PLACE W/ SANDBAGS

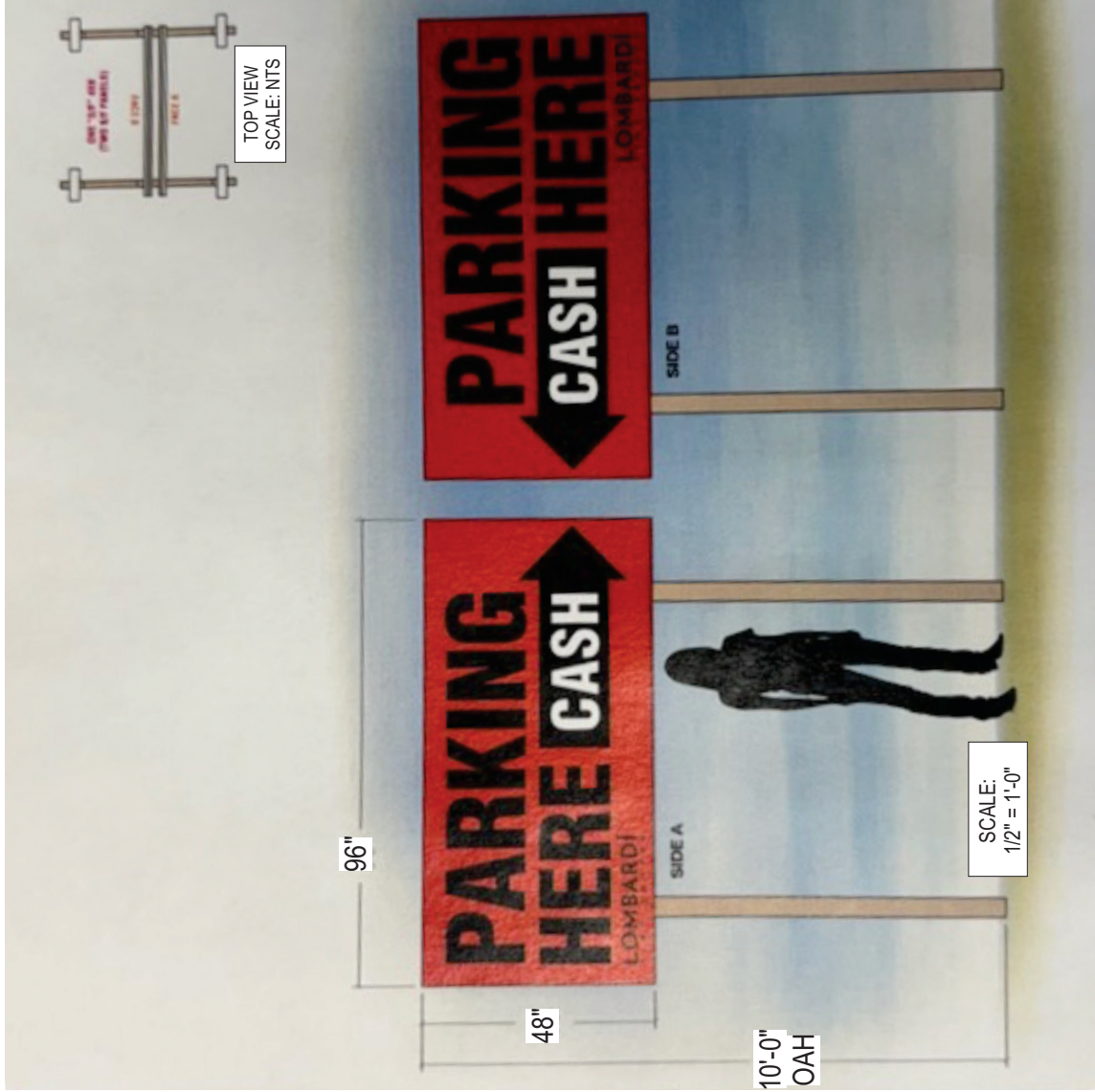
**NOTES**

- SIGN IS EXISTING

**COLORS**



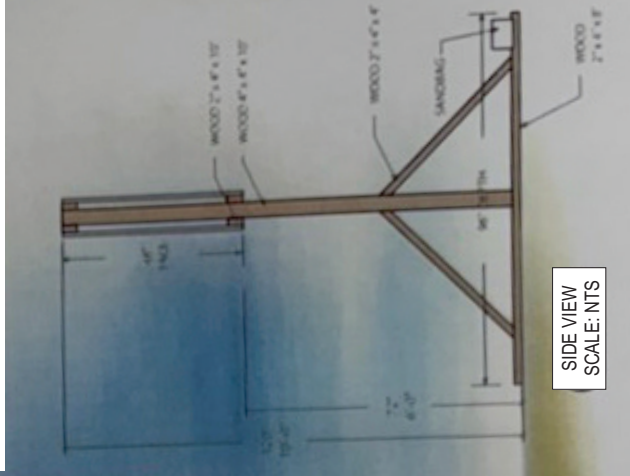
D-1 FULL COLOR DIGITAL PRINT



TOP VIEW  
SCALE: NTS

SCALE:  
1/2" = 1'-0"

SIDE VIEW  
SCALE: NTS



**PROJECT: LOMBARDI TIME SQUARE**  
 CLIENT: KUBRA HOLDINGS  
 LOCATION: 805 S HOSKINS, CITY OF GREENBAY  
 DATE: 02/05/20  
 DESIGNER: NOLAN SIGN CO.  
 DESIGNER: JAE

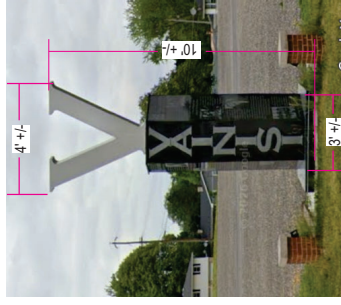
| REVISION | DATE | DESCRIPTION |
|----------|------|-------------|
|          |      |             |
|          |      |             |
|          |      |             |

**APPROVALS**

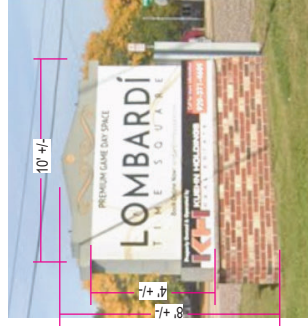
SALES: \_\_\_\_\_  
 CUSTOMER: \_\_\_\_\_  
 LANDSCAPE: \_\_\_\_\_

**CONCEPTUAL DRAWINGS ONLY**  
 Verify exact field conditions and construction factors.  
 © 2020 NOLAN SIGN CO. - ALL RIGHTS RESERVED  
 No part of this drawing may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without prior written permission from Nolan Sign Co.

D/F NON-LIT  
 FREESTANDING SITE SIGN  
 SITE PLAN  
 SCALE: NTS



EXISTING SIGN #1



EXISTING SIGN #2



| REVISION | DATE | DESCRIPTION |
|----------|------|-------------|
|          |      |             |
|          |      |             |
|          |      |             |

| APPROVALS |  |
|-----------|--|
| SALES     |  |
| CUSTOMER  |  |
| LANDSCAPE |  |



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

## MEETING DATE

June 15, 2026

## PREPARED BY

Jon LeRoy, Zoning Administrator

## AGENDA ITEM # E.3

(Appeal 26-13) Consideration with possible action on a variance request from Dalton Ruesch of Ruesch Properties LLC, property owner and applicant, requesting approval to deviate principal structure ground floor front façade standards at 1669–1671 Amy Street (Ald. J. Shelton, District 4).

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 one section of the Green Bay Municipal Code, Chapter 44: Zoning**

#### Section 44-590 (b) (2) Residential Accessory Buildings

*No more than 60 percent of the principal structure ground floor front facade length may be made of attached accessory structure facade.*

The applicant is seeking to create a structure with an 80 percent front facade be an attached accessory garage structure.

The applicant is seeking to create two-family side-by-side residential homes along Amy Street. The parcel is zoned R2. A rezone of the property occurred in 2024 to allow for R2, which permits duplexes. The site was subdivided into its size in June 2025. The properties were sized specifically to account for duplex development patterns which are part of this report.

As of December 2025, the zoning code was updated. As part of the zoning code updates, language was added to the zoning code to create Section 44-590 (b) (2), which created a limit on the overall amount of front facade. This code change sought to keep a more typical residential character in neighborhoods as not to have garages become the predominant feature of the front of a home. Previous to the changes in late 2025, this design characteristic did not exist. The applicant seeks to develop this platted infill lot without the 60 percent cap and create two-unit buildings with a two-stall attached garage.

## RECOMMENDATION

## FISCAL IMPACT

## ATTACHMENTS

1. Conceptual Development Plan
2. 26-13 Application Redacted

3. Plat Map
4. 26-13 View From Street (2024)
5. 1669 1671 Amy St Site Plan





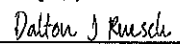
## ZONING BOARD OF APPEALS VARIANCE APPLICATION

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


|  |                   |                        |
|--|-------------------|------------------------|
| <b>DATE:</b> 5/26/2026   | <b>PROJECT #:</b> | <b>APPEAL #:</b> 26-13 |
| <b>APPLICANT INFORMATION:</b>  |                   |                        |
| Name: Dalton Ruesch  |                   |                        |
| Business Name: Ruesch Properties LLC   |                   |                        |
| Address: 1241 Bellevue St  |                   |                        |
| City, State, Zip: Green Bay, WI 54302  |                   |                        |
| Phone: [REDACTED]  |                   |                        |
| Email: [REDACTED]  |                   |                        |
| <b>PROPERTY OWNER INFORMATION (if different from above):</b>   |                   |                        |
| Name:  |                   |                        |
| Business Name:   |                   |                        |
| Address:   |                   |                        |
| City, State, Zip:  |                   |                        |
| Phone:   |                   |                        |
| Email:   |                   |                        |
| <b>HAS A SITE PLAN BEEN REVIEWED BY PLANNING STAFF?</b> <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.   |                   |                        |
| <b>PLEASE FILL OUT INFORMATION BELOW REGARDING THE PROPOSED DIMENSIONAL VARIANCE:</b>  |                   |                        |
| Location/Address: <del>1665-1667 Amy St</del> 1669-1671 Amy  |                   |                        |
| Tax Parcel Number(s): Parcel #21-1336-3  |                   |                        |
| Describe the Variance Request:   |                   |                        |
| We are requesting a variance to allow up to 80% garage frontage for one duplex on Amy St., where the ordinance limits garage frontage to 60%. These duplexes are part of a previously approved development consisting of ten duplexes (twenty units), including six on Amy St. and four on Edison St. Four of the six duplexes on Amy St. have already been constructed based on the approved master site plan. This request applies only to one of the two remaining duplexes on Amy St. so that the development can be completed consistently with the originally approved design and layout. The duplexes on Edison St. and the final duplex on Amy St. will be constructed using updated site plans that comply with the updated ordinance requirements. |                   |                        |

|   |
|---|
| List ordinance(s) (number and description) the variance will be impacting (staff will assist with this).  |
| 44-590(b)(2) No more than 60% of the principal structures ground floor front façade length may be made of attached accessory structure façade.  |
|   |
| <b>THREE STEP TEST - To qualify for a variance, the applicant must demonstrate that their property meets the following three (3) requirements:</b>  |
| Does unique physical characteristics of your property prevent the compliance with the ordinance? Explain  |
| Yes. The property is part of a previously approved, unified development where sewer and water laterals were installed at specific locations to serve the originally approved duplex design. In addition, a fire hydrant and a telephone pole were relocated to accommodate that design, and those improvements are already in place on the remaining parcel on Amy St. The parcel is also physically located between already constructed duplexes with identical design, layout, and garage orientation. Due to these existing conditions, redesigning the remaining duplexes to reduce garage frontage would not align with the current utility placements and relocated infrastructure, and would disrupt the established building layout and spacing between structures. These site-specific conditions create a practical difficulty unique to this property and were not self-created. |
|   |
| Would granting the variance be contrary to the public interest? Explain.  |
| No. Granting the variance would allow this duplex on Amy St. to match the four already constructed maintaining a consistent and cohesive appearance across that portion of the development. The variance will not negatively impact public safety, utilities, traffic, or surrounding properties. The building layout is consistent with the existing duplexes, and no adverse visibility or access issues are created. Additionally, the duplexes on Edison St. and the sixth Amy St. duplex will comply with current ordinance requirements, demonstrating that this request is limited to the fifth duplex on Amy St. and non contrary to the overall intent of the ordinance.   |
|   |
| 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?   |
| Strict compliance would require changes to the building design and layout that do not reasonably align with the existing site conditions. Utilities have already been installed, and a fire hydrant and telephone pole have been relocated based on the previously approved plans. This parcel is also positioned between completed duplexes of identical design. Because of these conditions, modifying the garage frontage would result in inefficient use of the site and conflict with the established layout and infrastructure. The hardship is not self-created, as we relied on prior City approvals and completed improvements in good faith. Granting the variance allows the property to be used reasonably and consistently with the surrounding development.   |
|   |

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.

|  |  |
|--|--|
| <p><small>Signed by:</small><br/> <br/> <small>FB1C0F66A204CC...</small><br/>                 Signature of the Property Owner</p> <hr/> <p>Dalton Ruesch<br/>                 Print Name</p> <hr/> <p>5/26/2026<br/>                 Date</p> | <p>Signature of Applicant (working as "Agent" for owner)</p> <hr/> <p>Print Name</p> <hr/> <p>Date</p> |
|--|--|

**OFFICE USE ONLY:**

|   |                           |                            |  |
|---|---------------------------|----------------------------|--|
| District: <b>4</b>  | Zoning: <b>R2</b>         | Parcel #:                  | Residential \$225 <input type="checkbox"/> Commercial \$350 <input type="checkbox"/> |
| Submittal Date: <b>5.21</b>   | Meeting Date: <b>June</b> | Work started or completed: | Residential \$450 <input type="checkbox"/> Commercial \$700 <input type="checkbox"/> |
| Staff Signature:  | Receipt #:                |                            |  |









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

**MEETING DATE**

June 15, 2026

**PREPARED BY**

**AGENDA ITEM # F.1**

Discussion with Law staff regarding Zoning and Planning Board of Appeals duties regarding actions relating to Chapter 10 of the Green Bay Municipal Code.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. Massage Establishments Presentation

The top-left portion of the slide features a series of thin, light-brown lines that intersect to form various irregular polygons and triangles, creating a complex, abstract geometric pattern.

**MESSAGE ESTABLISHMENTS  
AND THE ROLE OF THE  
ZONING BOARD OF APPEALS**

Assistant City Attorney Logan Wood

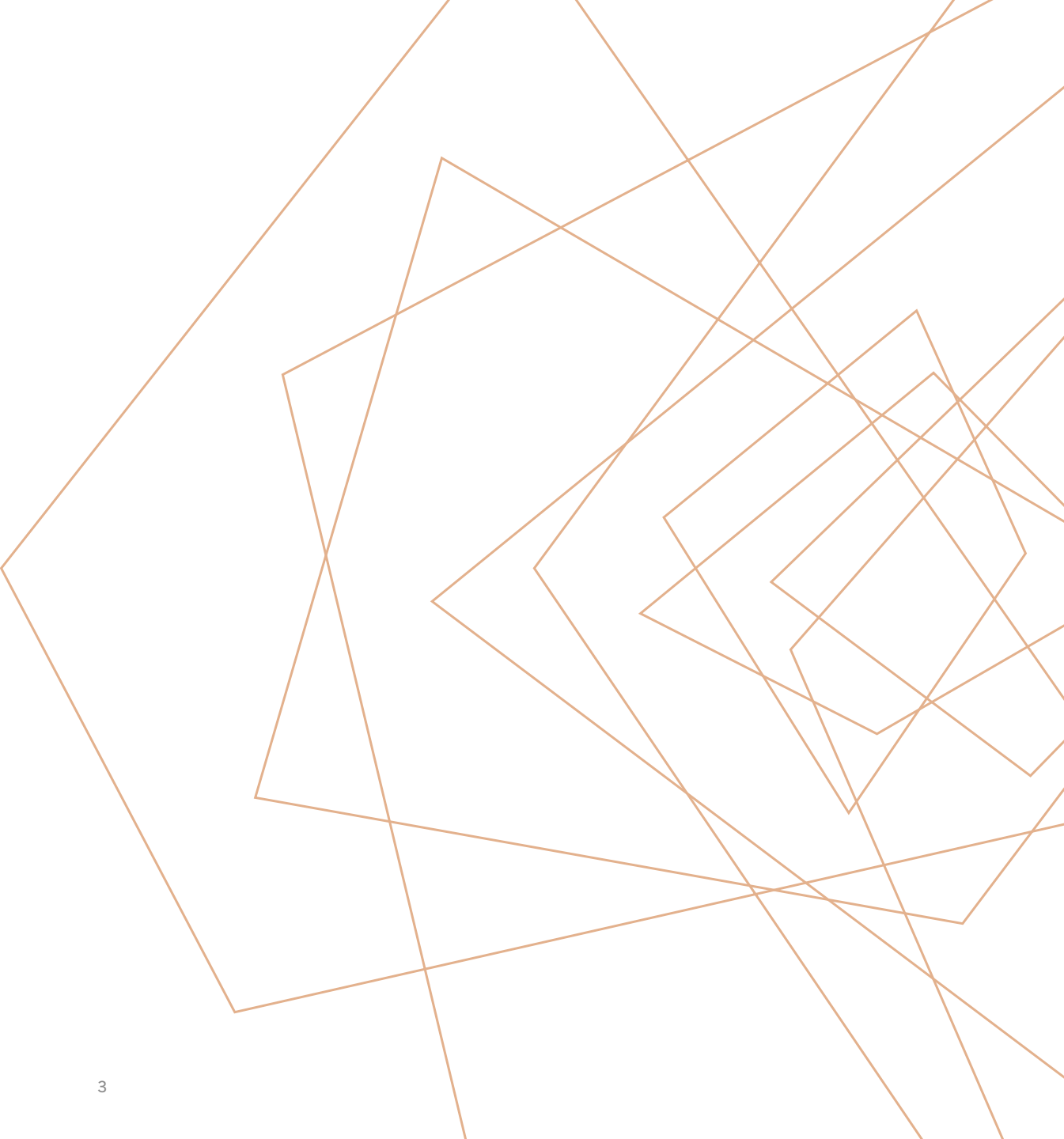
# ZONING BOARD OF APPEALS ROLE

If an application is denied, an appeal may be heard in front of the Zoning Board of Appeals. The Board is tasked with determining if the applicant possess the qualifications required for licensure.



**NEW ORDINANCE CREATED IN  
2023 AND AMENDED IN 2025.**

**SEC. 10-95, GBMC**



# WHAT IS THE PROCESS FOR OBTAINING A LICENSE?

Key components include the location, name of business, name of owner(s), proof of state licensure, whether found guilty of relevant state or local laws, floor plans, insurance policies, and approval from the property owner.

## APPLICATION

## ADMINISTRATIVE REVIEW

Three departments review for qualifications:

- Clerk reviews for completeness of application.  
Incomplete applications are rejected.
- Inspection review's location for compliance with building code.  
No license may be granted until compliance is met.
- Police department reviews for background checks.

## APPEAL TO THE ZONING BOARD OF APPEALS

If an application is denied, the applicant has 10 days to appeal that decision. Appeals are then heard by the Board. The Board determines whether the applicant possesses the qualifications required for licensure.

## CERTIORARI REVIEW

Appeal of the Board's decision is heard by Brown County Circuit Court

# ADMINISTRATIVE REVIEW:

## WHY WOULD AN APPLICATION BE DENIED?

### Operation does not comply with laws.

Examples: Location not compliant with building code, applicant is not a licensed massage therapist, or does not comply with regulations (hours of operation, minimum square footage of rooms, does not have waiting area).

### Applicant has prior violations.

Applicant, partner, officer, director, or stockholder has been found guilty of:

- an offense under Wis. Stat. Ch. 944 or 961;
- An offense against a person or property of another;
- An offense substantially similar to the above.

### Application contains false statements.

The information provided is inaccurate or the applicant knowingly or with the intent to deceive made a false, misleading, or fraudulent statement of fact.

Applicant has not resided in Wisconsin for at least 90 days prior to date of application.



# APPEALS TO THE ZONING BOARD OF APPEALS:

## WHO WILL YOU HEAR FROM?

### Person seeking the license

They may be represented by an attorney.

### City staff

City staff will provide the record of the matter. This may include the application, inspection reports, or background checks.

You may also hear from someone from one of the three departments that oversee the administrative process; Clerk's Office, Inspections, Police Department.

### Witnesses

On a case-by-case basis as they may be relevant to the situation.

### Zoning Board of Appeals Attorney

On a case-by-case basis as may be necessary to the situation.

# WHAT ARE THE STANDARDS?

|                             | Questions the court will ask when reviewing local decisions  | Tips to help local decision-makers comply with the standard  |
|-----------------------------|--|--|
| 1. Jurisdiction             | Did the body have the authority to make the decision?  | <ul style="list-style-type: none"> <li>For each hearing, ensure that the geographical location and type of decision is within the jurisdiction of the body.</li> </ul>   |
| 2. Proper procedures        | Did the body follow proper legal procedures?   | <ul style="list-style-type: none"> <li>Ensure that public notice and open meeting laws are followed as well as other procedures specified in local or state codes.</li> </ul>  |
| 3. Proper legal standards   | Did the body follow the proper legal standards?  | <ul style="list-style-type: none"> <li>Ensure that decisions are based on standards found in local ordinances, state statutes and case law.</li> </ul>   |
| 4. Unbiased decision-makers | Was the action arbitrary, oppressive or unreasonable, and representative of its will and not its judgment? | <ul style="list-style-type: none"> <li>Ensure that decision-makers are unbiased and recuse themselves from decisions that present a conflict of interest or appearance of bias.</li> <li>Make sure the decision explains the reasons why each decision standard was or was not met.</li> </ul> |
| 5. Substantial evidence     | Could a fair and reasonable person have reached the same conclusion based on the facts in the record?      | <ul style="list-style-type: none"> <li>Make sure all evidence, including that from site inspections, is included in the record.</li> <li>Explain how the evidence showed why each decision standard was or was not met.</li> </ul>   |



## WHO HAS THE BURDEN OF PROOF?

The applicant has the burden of proof.

Must present evidence to show they possess the qualifications required for licensure of a Massage Establishment License.



## HOW TO DELIBERATE AND WHAT DECISIONS CAN BE MADE.

### Deliberations:

May deliberate in open or closed session.

### Decisions:

Uphold the denial by City staff.

Grant the appeal and the license application



QUESTIONS?