



**CITY OF TWO RIVERS
BOARD OF APPEALS AGENDA
June 22, 2026 – 11:00 AM
Committee Room, 3rd Floor - City Hall**

1. Call to Order

2. Roll Call

Board of Appeals Members: Randall Ammerman, Jayne Rulseh, Preston Jones, and Roger Russove (three vacant positions)

3. Statement of Public Notice

4. Public Hearing

A. Appeal of Chuelouakachi Xiong, on behalf of OnPoint Mortgage, Inc, to construct a roof overhang on the garage. The property is zoned Residential (R-3). The existing dwelling and attached garage are nonconforming, as they are setback too close to property lines. The garage has an existing flat roof with structural damage; which is why the applicant would like to install a pitched roof. This appeal is necessary because Section 10-1-22, Entitled “R-3 Single and double family residence district” includes provisions for the setbacks and placement of structures. Structures must be placed at least 5 feet from an interior side lot line.

The appeal is for the construction of a 6-inch overhang on all four sides of the garage roof. This will bring the overhang up to the property line on the front corner of the garage.

1. Explanation of appeal request by the applicant
2. Explanation of findings by City staff
3. Comments from the public

B. Modification to the appeal of Bridget Barrett at 1613 Jackson Street. On September 4, 2025, this property received a variance approval to construct a 10’x25’ deck in the rear yard. The owner of the property would like to appeal for the variance approval to include a deck in the north side yard (4’x30’, same dimensions as the previous deck). The appeal is necessary because Section 10-1-15, Entitled “Height and Area Exceptions” includes provisions for the setbacks of decks. Decks in the side yard can project 3 feet into the required side yard, but in no case closer than 6 feet from a property line.

1. Explanation of appeal request by the applicant
2. Explanation of findings by City staff
3. Comments from the public

5. Action to be Taken

6. Adjournment

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may attend the above meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



LAND DEVELOPMENT APPLICATION

APPLICANT Chuelouakachi Xiong TELEPHONE 608-770-6030

MAILING ADDRESS 6320 Monona Drive Madison WI 53716
(Street) (City) (State) (Zip)

PROPERTY OWNER OnPoint Mortgage, Inc. TELEPHONE 608-770-6030

MAILING ADDRESS 6320 Monona Drive Madison WI 53716
(Street) (City) (State) (Zip)

REQUEST FOR:

- | | |
|---|---|
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Site/Architectural Plan Approval | <input type="checkbox"/> Annexation Request |
| <input type="checkbox"/> Subdivision Plat or CSM Review | <input checked="" type="checkbox"/> Variance/Board of Appeals |
| <input type="checkbox"/> Zoning District Change | <input type="checkbox"/> Other |

STATUS OF APPLICANT: Owner Agent Buyer Other

PROJECT LOCATION 1406 Glenwood Street TYPE OF STRUCTURE Attached Garage

PRESENT ZONING R3 REQUESTED ZONING _____


PROPOSED LAND USE _____

PARCEL # 053-112-100-892.04 ACREAGE .051

LEGAL DESCRIPTION Clermont Add S 40 of N 75 of Lot 89

NOTE: Attach a one-page written description of your proposal or request.

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed  Date 5/19/2026
(Property Owner)

Fee Required

- \$ 350 Comprehensive Plan Amendment
- \$ t/b/d Site/Architectural Plan Approval (Listed in Sec 1-2-1)
- \$ t/b/d CSM Review (\$10 lot/\$30 min)
- Subdivision Plat (fee to be determined)
- \$ 350 Zoning District Change
- \$ 350 Conditional Use
- \$ t/b/d Annexation Request (State Processing Fees Apply)
- \$ 350 Variance/Board of Appeals
- \$ t/b/d Other

Schedule

- Application Submittal Date _____
- Date Fee(s) Paid _____
- Plan(s) Submittal Date _____
- Plan Comm Appearance _____

\$ _____ TOTAL FEE PAID APPLICATION, PLANS & FEE RECEIVED BY _____

TO: City of Two Rivers Board of Appeals

FROM: Adam Taylor, Zoning Administrator

DATE: 06/04/2026

SUBJECT: Appeal of Chuelouakachi Xiong, on behalf of OnPoint Mortgage, to construct a 6-inch roof overhang on the garage.

BACKGROUND

- Current Zoning: R-3 Residential
- Current Use: Residential
- Future Use: Residential
- Parcel: The property is located at 1406 Glenwood Street. The existing flat roof on the attached garage is in disrepair. The applicant proposes to construct a pitched roof with a 6-inch overhang. The existing garage is nonconforming, as the setbacks are too close to the lot lines. The 6-inch overhang would abut the property line on the front corner of the garage. This conflicts with the provisions of Section 10-1-22 C. "Single and Double Family Residence District" where the minimum side yard setback shall be 5 feet, for a lot that is 40 feet wide.

STATUTORY STANDARDS

A variance must meet the following three (3) statutory standards to be granted:

1. That an unnecessary hardship exists.
2. That there is a unique property limitation.
3. That the public interest is protected if a variance is granted.

STAFF FINDINGS ON MEETING STATUTORY STANDARDS

The following is a summary of staff findings on how the variance request does or does not meet the above statutory standards:

1. Existence of an Unnecessary Hardship - An unnecessary hardship is a situation where, in the absence of a variance, an owner can make no feasible use of a property or strict conformity with the applicable zoning regulations is unnecessarily burdensome.
2. Unique Property Limitation - Unique physical characteristics that limit the reasonable use of a property are a basis to grant a variance.
3. Protection of the Public Interest - Dimensional requirements in Zoning Districts are established to create certain aesthetic/appearance characteristics specific to each Zoning District.
 - a. *Hardship*: An unnecessary hardship is a situation where, in the absence of a variance, an owner can make no feasible use of a property or strict conformity with the applicable zoning regulations is unnecessarily burdensome.

The property is an existing non-conforming single-family dwelling due to the setbacks. A flat roof has existed on this structure since it was built. The applicant doesn't necessarily need to construct a pitched roof; a new flat roof could absolutely suffice. Based on the property owner's current use of the property and the information included in the application, the applicant does not show that an unnecessary hardship exists. The Board may wish to further investigate whether an unnecessary hardship exists.

- b. *Unique Property Limitation:* Unique physical characteristics that limit the reasonable use of a property are a basis to grant a variance.

1406 Glenwood Street does have unique property limitations. The lot is only 40' x 50', which is smaller than what is permitted for any new lots in the city. The property lines are also slightly slanted; the front corner of the garage lies only 6-inches from the lot line, while the back corner of the garage is about 2.5 feet from the lot line. It seems likely that the characteristics of the land would limit the reasonable use of the property. The Board may wish to further investigate whether the characteristics of the land would limit the reasonable use of the property.

- c. *Protection of Public Interest:* Dimensional requirements in Zoning Districts are established to create certain aesthetic/appearance characteristics specific to each Zoning District.

The roof overhang is setback a large distance away from any street right of way. The applicant must not drain any water or discharge onto the neighboring lot. Since the roof overhang abuts the property line in one spot, this could be a potential issue, however the request seems unlikely to cause any harm to the interest of the public or city.

ALTERNATIVES

The Zoning Board of Appeals may consider the following alternatives:

1. Deny the variance because the Board finds that one or more of the following conditions exist:
 - a. There is no "Unnecessary Hardship".
 - b. There is no "Unique Property Limitation".
 - c. The "Public Interest" is not protected.
2. Approve the variance as requested.
3. Approve the variance with conditions to be determined by the Board.

BOARD'S FINDINGS

Please note that the Board of Appeals must express reasons for their findings and decision. The Board shall state how each of the above reference conditions are met for proper documentation.

APPLICANT'S ROLE

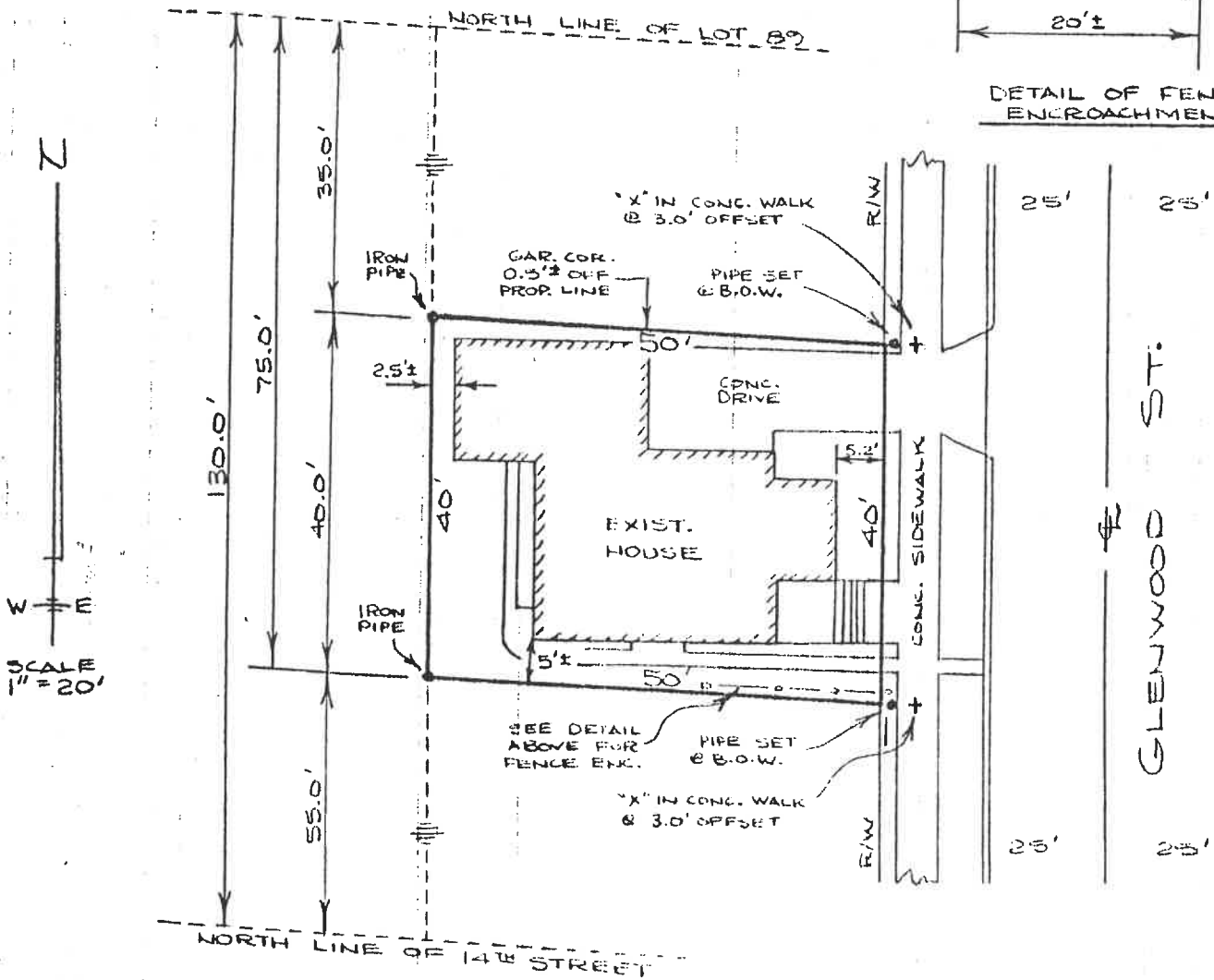
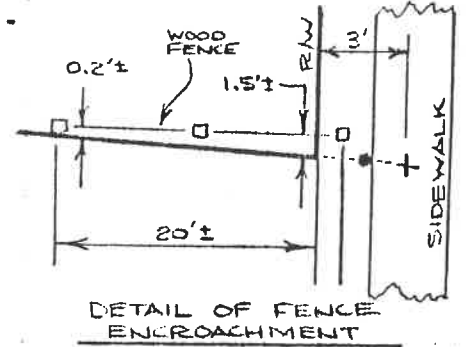
The Applicants have the burden of providing proof that a hardship, unique property limitation, and protection of the public interest exists.

Proposed Repair Request
1406 Glenwood Street, Two Rivers

The attached garage has an existing flat roof that is compromised. I am requesting a variance to rebuild the roof with a 6-inch overhang on all four sides. The proposed roof will be constructed from solid saw lumber over the existing masonry walls with a 3/12 pitch and metal roof cover.

MAP OF THE SOUTH 40 FEET OF THE NORTH 75 FEET OF LOT 89, CLERMONT ADDITION, CITY OF TWO RIVERS.

ADDRESS: 1406 GLENWOOD ST.



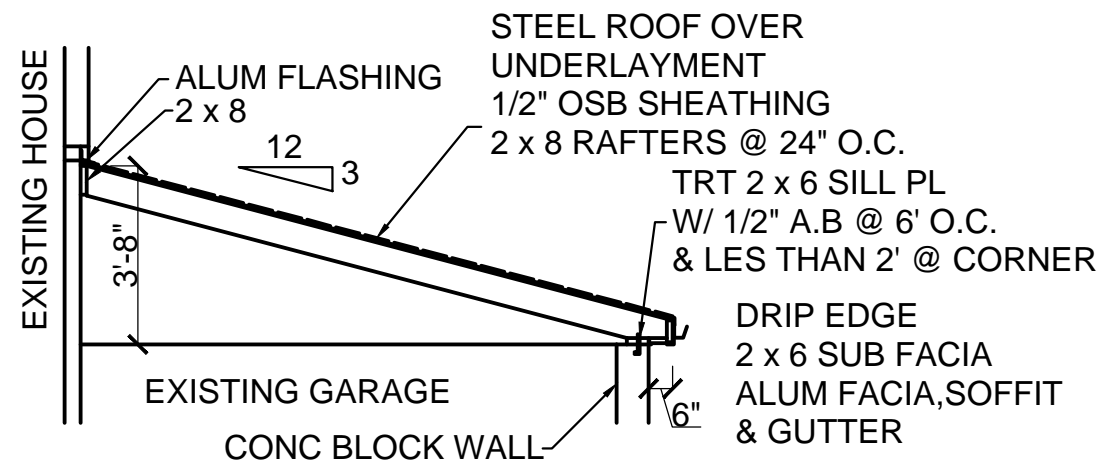
MAP PREPARED FOR:

JEFF VAN EYCK
3401 C.T.H. "W"
TWO RIVERS, WI.

MAP PREPARED BY:

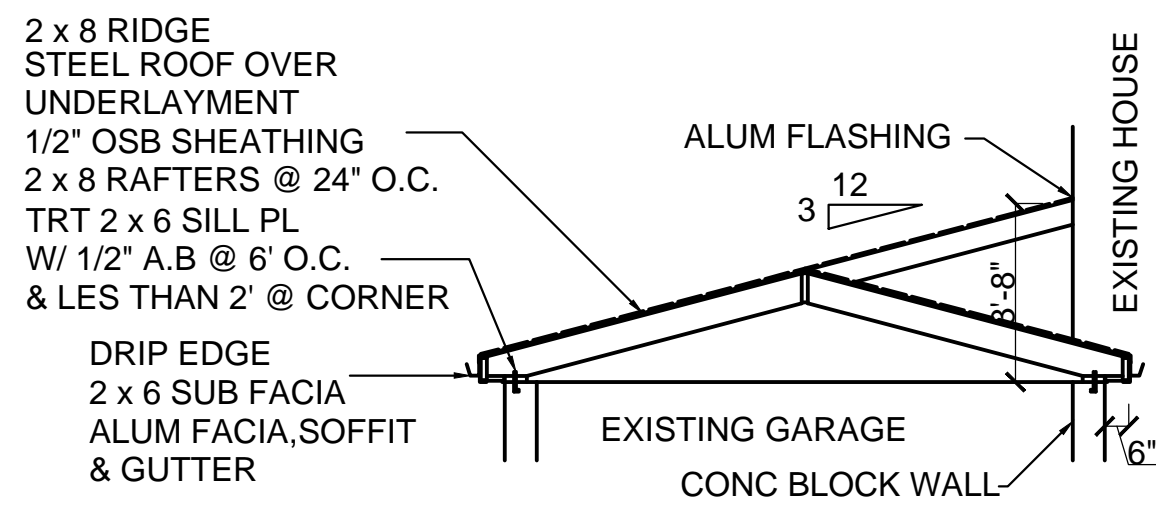
BREY, STUEWE AND BRADY, INC
ENGINEERS AND SURVEYORS
703 WASHINGTON STREET
MANITOWOC, WI.

L-11519



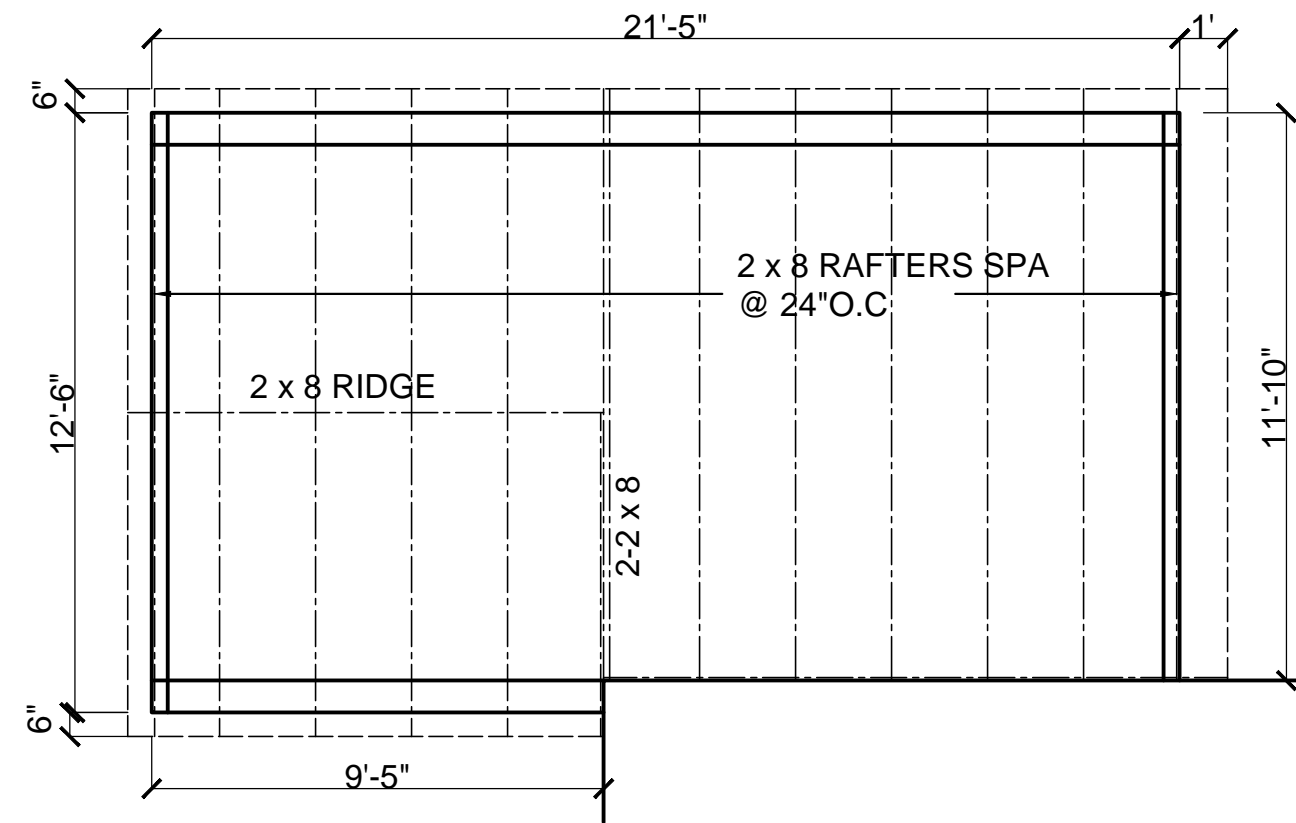
FRONT ROOF SECTION

SCALE: 1/4" = 1'-0"



REAR ROOF SECTION

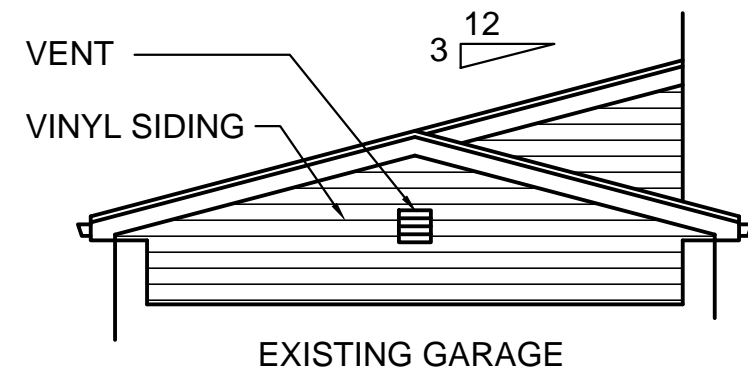
SCALE: 1/4" = 1'-0"



ROOF FRAMING PLAN

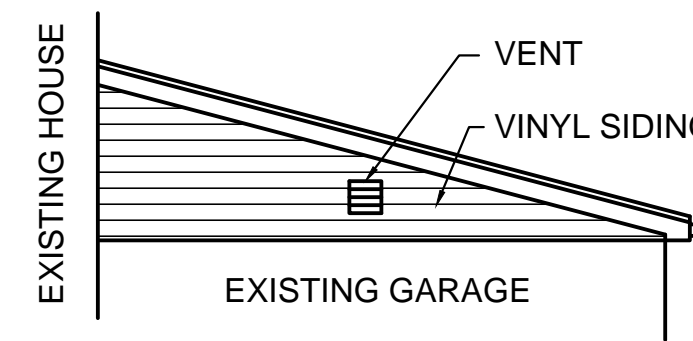
SCALE: 1/4" = 1'-0"

NOTE: FIELD FRAME ENDWALLS & PROVIDE VENTING



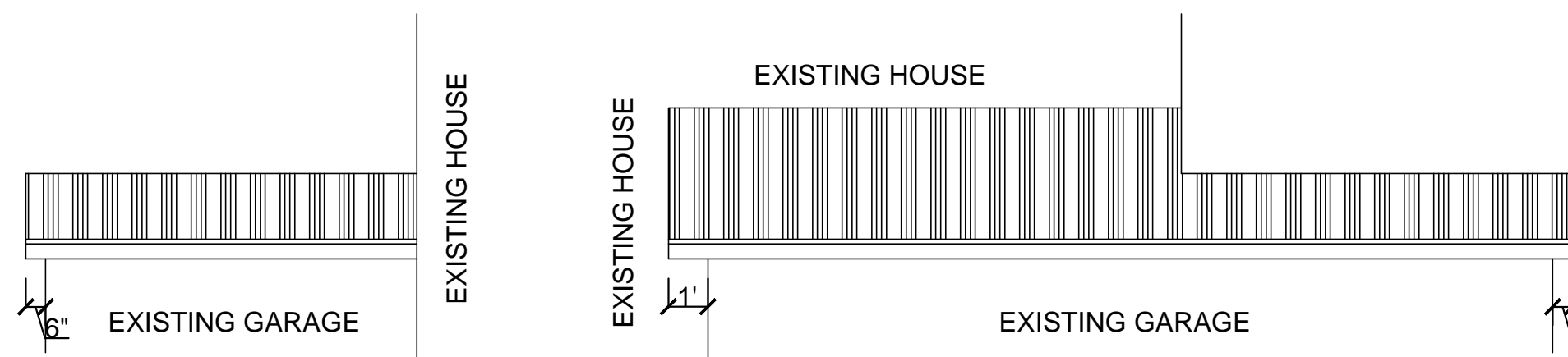
REAR ELEVATION

SCALE: 1/4" = 1'-0"



FRONT ELEVATION

SCALE: 1/4" = 1'-0"



SIDE ELEVATIONS

SCALE: 1/4" = 1'-0"

GENERAL NOTES

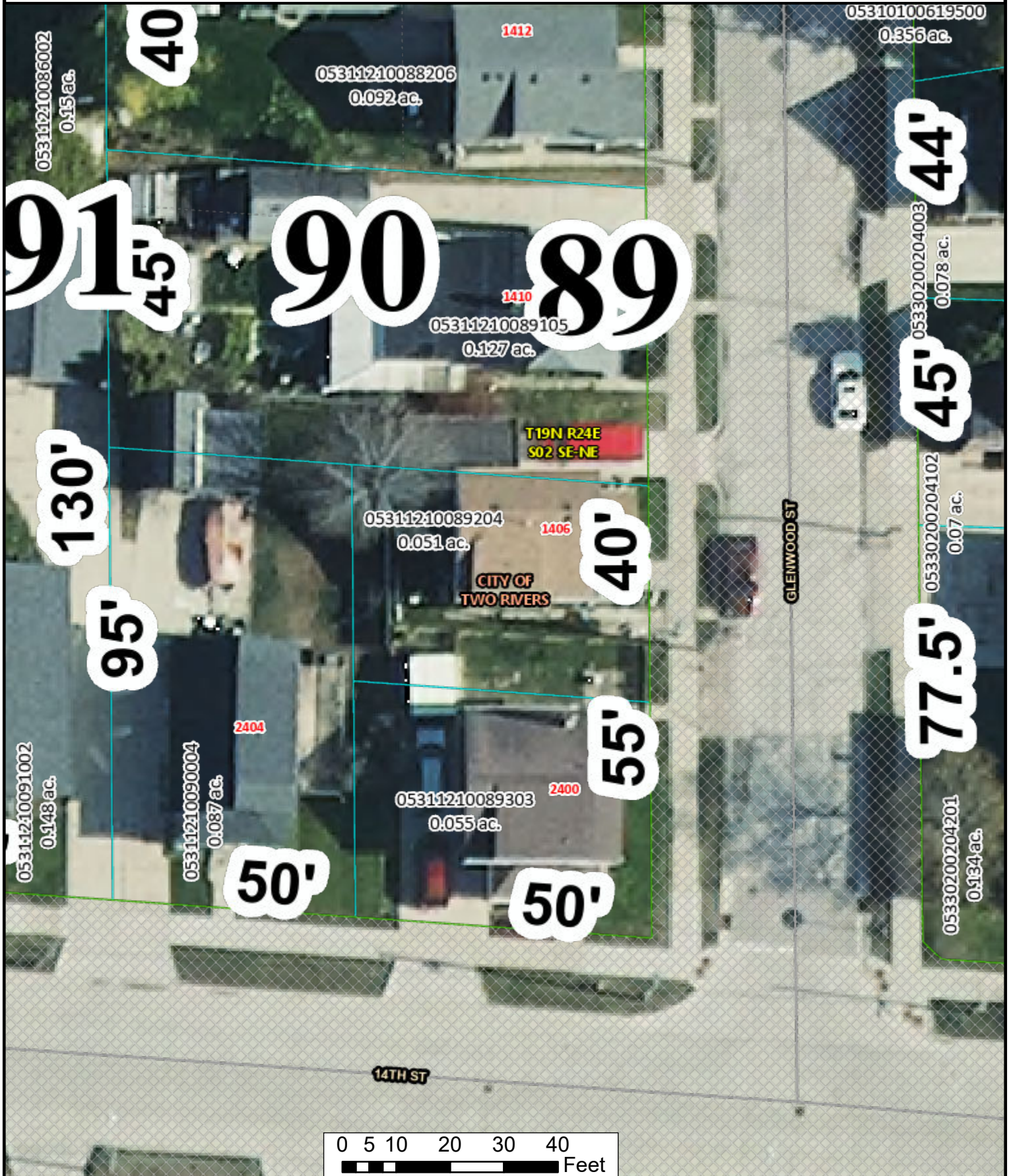
NO.	REVISION	DATE

PROJECT: **GARAGE ROOF**
 1406 GLENWOOD STREET TWO RIVERS, WI
 OWNER: CHUELOUAKCHI XIONG
 DESIGNER: **GILPIN DESIGNS**
 PHILIP GILPIN (608)225-8501
 W5828 LINTNER ROAD PARDEEVILLE, WI 53954

PROJECT 260007	SHEET NO. 1
DATE 5/17/2026	OF 1
SCALE AS NOTED	



Manitowoc County Parcel Viewer



Sec. 10-1-22. R-3 single- and double-family residence district.

A. *Use.* In the R-3 single- and double-family residence district no building or premises shall be used and no building shall hereafter be erected or structurally altered unless otherwise provided in this chapter, except for one or more of the following uses:

- (1) Single- or double-family dwellings or any use permitted in the R-1 and R-2 districts.
- (2) Hospitals and clinics.
- (3) Keeping of chickens and ducks as permitted under section 6-5-22 of this Code.
- (4) Conditional uses.
 - (a) Agriculture.
 - [1] Limited to dairy farms, horse farms, fruit and vegetable farms, greenhouses, plant nurseries, tree nurseries, the keeping of goats, ponies, rabbits, sheep, more than six chickens and ducks, and a bird of prey used for falconry.
 - [2] In considering the keeping of animals and birds, the plan commission and city council shall evaluate factors, such as, but not limited to, parcel size and location, number and size of animals and birds, location of structures such as cages, coops, pens, stables and fencing, odor control, animal waste management and conflicts with deed or covenant restrictions.
 - (b) Art studio.
 - (c) Barbershop and beauty parlor.
 - (d) Bed-and-breakfast establishment complying with the following:
 - [1] Definition. For the purpose of interpreting the provisions of this section, "bed-and-breakfast establishment" shall mean any place of lodging that provides eight or fewer rooms for rent for more than ten nights in a twelve-month period, is the owner's personal residence, is occupied by the owner at the time of rental, and in which the only meal served to guests is breakfast.
 - [2] License required. The granting of a conditional use permit for a bed-and-breakfast establishment shall be specifically conditioned upon receipt of a permit by the applicant from the Wisconsin Department of Agriculture, Trade and Consumer Protection (ATCP).
 - [3] Sign. A bed-and-breakfast establishment for which a conditional use permit has been issued shall be permitted to display only one wall sign not greater than three square feet in area displaying the owner's name and the phrase "bed-and-breakfast establishment."
 - [4] Fire protection. Fire protection as specified by the Fire Department shall be provided, tested periodically and maintained in good condition at all times.
 - [5] Records. The granting of such conditional use shall be specifically conditioned upon a requirement that the applicant keep adequate records showing the dates on which any rented room is occupied, the names and permanent addresses of the occupants, and rental fee amounts, together with a requirement that such records shall be available for review by the city at reasonable times upon request.
 - [6] Maximum occupancy. An establishment which permits a guest to remain registered for more than 14 consecutive days, whether in one room or more than one room, shall be considered a rental establishment other than a "bed-and-breakfast establishment" and shall be considered cause for revocation of such conditional use permit.

[7] Off-street parking. Off-street parking spaces shall be provided at the rate of one space for each rental unit in addition to two spaces for the owner's residence. Such off-street parking spaces may be sheltered or open and may be tandem behind the owner's spaces.

- (e) CPAs and other accountants.
- (f) Community living arrangements and community-based residential facilities for nine or more persons.
- (g) Day-care center.
- (h) Food preparation.
- (i) Off-street parking areas for utilization by businesses, industries or institutions located in adjacent business, industrial or institutional districts.
- (j) Photographic studio or camera and photographic material shops.
- (k) Professional offices of doctors, dentists, physical therapists, massage therapists or technicians, chiropractors, chiropractors, osteopaths, optometrists, architects, attorneys, professional engineers and land surveyors, real estate agents and information technology consultants.
- (l) Public, private and parochial schools, colleges and universities, including dormitories.
- (m) Retail grocery store and fruit and vegetable stand.

B. *Height.* Principal buildings hereafter erected or structurally altered shall not exceed 35 feet in height.

C. *Side yards.* There shall be a side yard on each side of a building.

(1) The sum of the widths of the required side yards shall be as follows:

Lot Width (feet)	Total Side Yard Width (feet)	Minimum Side Yard Width (feet)
40 to 45	10	5
46 to 70	15	6
More than 70	20	6

(2) The width of a corner side yard shall be not less than 50 percent of the setback required on the lots in the rear, except that where the frontage on a corner lot is to be reversed no structure shall project beyond the front building line of the lots in the rear. The buildable width of any lot in this district shall in no case be reduced to less than 24 feet.

D. *Setback.* Unless otherwise provided, there shall be a setback line of not less than 25 feet or one of the following, whichever is less:

- (1) Where more than 30 percent of the frontage on one side of a duly recorded subdivided block is occupied by dwelling structures a majority of which structures having observed or conformed to an average setback line with a variation of no more than six feet, no building shall hereafter be erected or structurally altered so as to project beyond such average setback line.
- (2) On corner lots less than 60 feet wide and of record, where reversed frontage exists the setback on the side street shall be not less than 50 percent of the setback required on the lot in the rear, and no accessory building shall project beyond the setback line of the lots in the rear; provided, further, that in no case shall the buildable width of such corner lot be reduced to less than 24 feet.

E. *Rear yard.* There shall be provided a rear yard having a depth of 25 feet for interior lots and 15 feet for corner lots except that when the dwelling structure is so oriented as to face the long frontage of a corner lot

the rear yard may be reduced to seven feet, provided that there is no rear door in the dwelling, and further provided that an interior side yard not less than 15 feet in width is provided and made accessible by means of a side door leading thereto.

- F. *Vision clearance.* Vision clearance shall be provided on corner lots and at all driveways in accordance with section 10-1-15.
- G. *Lot area per family.*
 - (1) Every building hereafter erected or structurally altered shall provide a lot area of not less than 6,000 square feet or as platted, whichever is greater, per family. No such lot shall be less than 40 feet or as platted, whichever is greater, except that smaller lots of record may be occupied by one family when the building erected thereon complies with the provisions herein made for side yards, setbacks, rear yards, and vision clearance for such smaller lots.
 - (2) When any building is to be erected or structurally altered on an irregular lot or on a lot entitled to a buildable width of 24 feet on which the provisions as to side yards, front yards, and rear yards cannot be complied with, the zoning administrator shall designate the location of such buildings on such lot in conformity with the spirit of this chapter and the best interests of the public and the owner.
- H. Off-street parking and loading facilities shall be provided in accordance with section 10-1-13.
- I. Single- and two-family dwellings constructed or assembled in the R-3 district shall comply with the provisions of section 10-1-20.I. of this chapter.

(Amended 3-5-2018; Ord. No. 2022-061, § 3, 4-4-2022; Ord. No. 2023-124, § 4, 7-17-2023)

Editor's note(s)—Added at time of adoption of Code.

State law reference(s)—See title 1, general provisions, Ch. 1-1, Art. III.



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The appeal is for the construction of a 6-inch overhang on all four sides of the garage roof. This will bring the overhang up to the property line on the front corner of the garage.

1. Explanation of appeal request by the applicant
2. Explanation of findings by City staff
3. Comments from the public

B. Modification to the appeal of Bridget Barrett at 1613 Jackson Street. On September 4, 2025, this property received a variance approval to construct a 10’x25’ deck in the rear yard. The owner of the property would like to appeal for the variance approval to include a deck in the north side yard (4’x30’, same dimensions as the previous deck). The appeal is necessary because Section 10-1-15, Entitled “Height and Area Exceptions” includes provisions for the setbacks of decks. Decks in the side yard can project 3 feet into the required side yard, but in no case closer than 6 feet from a property line.

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2. Explanation of findings by City staff
3. Comments from the public

5. Action to be Taken

6. Adjournment

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It is possible that members of and possibly a quorum of governmental bodies of the municipality may attend the above meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

TO: City of Two Rivers Board of Appeals

FROM: Adam Taylor, Zoning Administrator

DATE: 06/04/2026

SUBJECT: Modification to the Appeal of Bridget Barrett (Owner – Applicant) to construct a deck in the north side yard to connect with the rear yard deck located at 1613 Jackson Street.

BACKGROUND

- Current Zoning: R-3 Single and Double Family Residence.
- Current Use: Residential
- Future Use: Residential
- Parcel: The property is 37.5' x 60'. The proposed deck in the side yard is 4' x 30', setback approximately 1'-2' from the north side property line. This will connect with the 10' x 25' in the rear yard, which would leave a setback of 1' from the rear property line. This conflicts with Section 10-1-15 "Height and Area Exceptions" G (4) (d) [1] which identifies that decks in the side yard can project 3 feet into the required side yard setback, but in no case closer than 6 feet from a side property line.

STATUTORY STANDARDS

A variance must meet the following three (3) statutory standards to be granted:

1. That an unnecessary hardship exists.
2. That there is a unique property limitation.
3. That the public interest is protected if a variance is granted.

STAFF FINDINGS ON MEETING STATUTORY STANDARDS

The following is a summary of staff findings on how the variance request does or does not meet the above statutory standards:

1. Existence of an Unnecessary Hardship - An unnecessary hardship is a situation where, in the absence of a variance, an owner can make no feasible use of a property or strict conformity with the applicable zoning regulations is unnecessarily burdensome.
2. Unique Property Limitation - Unique physical characteristics which limit the reasonable use of a property are a basis to grant a variance.
3. Protection of the Public Interest - Dimensional requirements in Zoning Districts are established to create certain aesthetic/appearance characteristics specific to each Zoning District.

- a. *Hardship*: An unnecessary hardship is a situation where, in the absence of a variance, an owner can make no feasible use of a property or strict conformity with the applicable zoning regulations is unnecessarily burdensome.

The current use of the property is residential. This request is for a 4'x30' deck in the north side yard of the property. The deck would meet all building requirements, except for the required setback in the side of the property. This specific variance request is a modification to the previously approved variance for a deck in the rear yard. On the previous application, the applicant showed the existing nonconforming deck in the side yard but did not provide information on their plans to modify it. It only showed that the rear yard deck would tie into the side yard deck. Since the owner has wrecked the existing side yard deck, a new deck in the same location would not meet current ordinances, which is why a new variance modification is now required.

Unnecessary hardship exists only if the property owner shows that they would have no reasonable use of the property without a variance. Based on the property owner's current use of the property and the information included in the application, the applicant has not yet shown that an unnecessary hardship exists. The Board should not approve of the variance if an unnecessary hardship does not exist but may wish to further investigate.

- b. *Unique Property Limitation*: Unique physical characteristics which limit the reasonable use of a property are a basis to grant a variance.

The property at 1613 Jackson Street is not a unique shape, however it could be said that it is unique in size. With only 37.5 feet of lot width, it doesn't offer very much space to fit yard space as well as a house. Based on the physical characteristics of the land, it seems likely that the characteristics of the land would limit the reasonable use of the property. The Board may wish to further investigate whether the characteristics of the land would limit the reasonable use of the property.

- c. *Protection of Public Interest*: Dimensional requirements in Zoning Districts are established to create certain aesthetic/appearance characteristics specific to each Zoning District.

Based on the characteristics of the neighboring lots, the request seems unlikely to cause any harm to the interest of the public or city.

ALTERNATIVES

The Zoning Board of Appeals may consider the following alternatives:

1. Deny the variance because the Board finds that one or more of the following conditions exist:
 - a. There is no "Unnecessary Hardship".
 - b. There is no "Unique Property Limitation".
 - c. The "Public Interest" is not protected.

2. Approve the variance as requested.
3. Approve the variance with conditions to be determined by the Board.

BOARD'S FINDINGS

Please note that the Board of Appeals must express reasons for their findings and decision. The Board shall state how each of the above reference conditions are met for proper documentation.

APPLICANT'S ROLE

The Applicants have the burden of providing proof that a hardship, unique property limitation and protection of the public interest exists.

Bridget Barrett
1613 Jackson Street
Two Rivers, WI 54241

July 21, 2025

Two Rivers Zoning Board of Appeals:

Thank you for taking the time to review my request for an area variance.

In the interest of additional beautification of the East Side of Two Rivers, I would like to work with a contractor to add a deck to the back of my home. The distance from the home to the property line is a little more than 10 feet. If we were to proceed with a depth of 6 feet, I would be leaving just a concrete slab between the deck and our fence, with no usable land. We would like to have the deck built with a depth of 10 feet, which would allow us to use the entire yard, which we pay taxes to enjoy year round.

I have a daughter with a severe mosquito allergy, and building the deck will allow us to enjoy fresh air in the evenings in a safe way.

The deck would not allow us to view properties of any of our neighbor's, as it is only planned to be at the level of our doorway. There are fences on both sides of the yard that the deck would abut.

There is no easement behind our home, as discussed with Adam Taylor.

The deck will allow us to further enjoy our land, will make the area more attractive to any neighbors, and will shape development in line with the City's overall development plan.

The following will address the 3 criteria that must be met in order for a variance to be granted:

1) Unnecessary Hardship

- Restricting the deck to be built with 6 feet in depth, while it is planned for a back yard in lieu of a front yard project, is unnecessarily burdensome upon the owner as applied by the Wisconsin Supreme Court. Additionally, the deck built with additional feet in length will NOT conflict with any use whatsoever on the adjacent properties or in the neighborhood. A slightly larger deck does not alter the basic nature of the site, nor require multiple nor extreme variances- which is the test cited by the Wisconsin Supreme Court and utilized in these circumstances.

2) Unique Property Limitations

- Our home, when built, was originally a store. While it is fun to discuss in the Washington House, it does present some inherent difficulties when attempting to modernize and/or beautify the space. Thus, a variance should be granted to allow for the circumstances of the land not to interfere with our use.

3) No Harm to Public Interests

- There is no impact on public health, water quality, fish and wildlife habitats, nor any other public interest issue.

- In fact, the alternative is true. As our neighborhood continues to see growth and positive change with numerous building projects bringing a more attractive vibe and an increased property value, we feel it is important to join in the beautification efforts and look forward to this variance allowing us to build a deck and additionally contribute.

The deck will comport with all Deck/Porch Building Regulations as outlined in Wisconsin statute 35.93 Chapters 320-325. Please see attached for a sketch.

Thank you again for your attention to this request, and for your continued devotion to the City of Two Rivers.

Respectfully,

Bridget Barrett

847-341-3238

BridgetBarrett528@gmail.com



LAND DEVELOPMENT APPLICATION

APPLICANT Bridget Barrett TELEPHONE 847-341-3238
 MAILING ADDRESS 1613 Jackson St. Two Rivers, WI 54241
(Street) (City) (State) (Zip)
 PROPERTY OWNER _____ TELEPHONE 847-341-3238
 MAILING ADDRESS _____
(Street) (City) (State) (Zip)

REQUEST FOR:
 Comprehensive Plan Amendment Conditional Use
 Site/Architectural Plan Approval Annexation Request
 Subdivision Plat or CSM Review Variance/Board of Appeals
 Zoning District Change Other

STATUS OF APPLICANT: Owner Agent Buyer Other

PROJECT LOCATION 1613 Jackson St. TYPE OF STRUCTURE deck
 PRESENT ZONING R3 REQUESTED ZONING N/A
 PROPOSED LAND USE residential
 PARCEL # 0000060613 ACREAGE _____
 LEGAL DESCRIPTION _____

NOTE: Attach a one-page written description of your proposal or request.

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed [Signature] Date 7/21/25
(Property Owner)

Fee Required

\$ 350 Comprehensive Plan Amendment
 \$ /bid Site/Architectural Plan Approval (Listed in Sec 1-2-1)
 \$ /bid CSM Review (\$10 lot/\$30 min)
 Subdivision Plat (fee to be determined)
 \$ 350 Zoning District Change
 \$ 350 Conditional Use
 \$ /bid Annexation Request (State Processing Fees Apply)
 \$ 350 Variance/Board of Appeals
 \$ /bid Other

Schedule

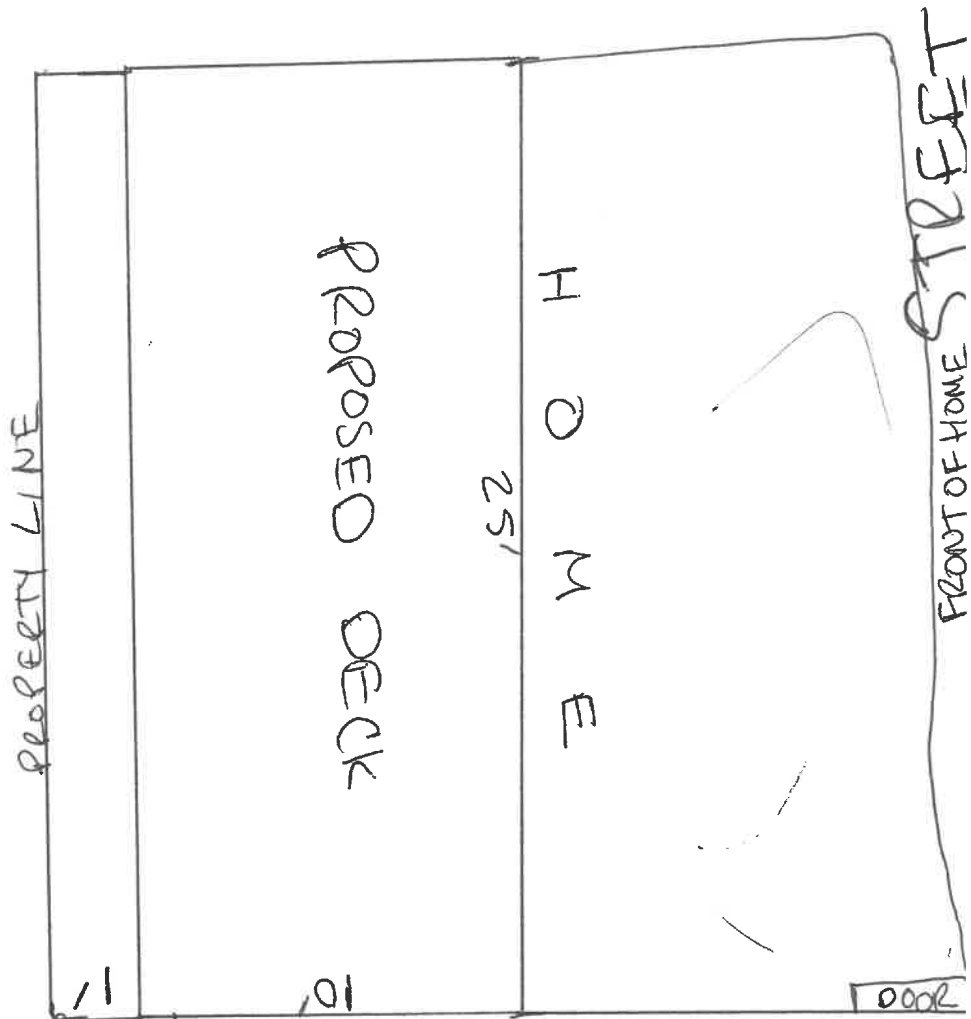
Application Submittal Date 7/21/25
 Date Fee(s) Paid 7/21/25
 Plan(s) Submittal Date _____
 Plan Comm Appearance _____

\$ 350 TOTAL FEE PAID

APPLICATION, PLANS & FEE RECEIVED BY [Signature]

REAR
OF
PROPERTY

DRIVEWAY



EXISTING DECK
WALKWAY

4'
STAIRS
TO FRONT
OF HOME

Manitowoc County Parcel Viewer





May 13, 2026 at 1:59:33 PM
Two Rivers, WI 54241



Jun 2, 2026 at 8:25:11 AM
Two Rivers, WI 54241



(d) In interior side yards:

- [1] Open fire escapes, open porches, decks, patios or terraces, including those with roofs but not walls, projecting three feet or less into the required side yard but in no case closer than six feet from a property line.
- [2] Detached accessory buildings and structures such as storage buildings, garages, swimming pools, heating-air conditioning equipment, wind and solar energy conversion equipment, antenna structures, including those mounted on towers or masts or those employing parabolic or similar reflectors, provided that such buildings, structures or equipment:
 - [a] In the aggregate, shall not occupy more than 30 percent of any required interior side yard nor more than 50 percent of non-required rear yard areas.
 - [b] Shall be located no closer than three feet from any part of any other building, structure or property line, except swimming pools as described in subsection H.
 - [c] Shall comply with all applicable municipal and state code provisions.
 - [d] Driveways not exceeding 35 percent of the lot width or 35 feet, whichever is less.
- [3] Storage canopies complying with the following:
 - [a] Storage canopies erected prior to June 7, 2021.
 - [i] Shall not exceed 240 square feet in area.
 - [ii] Shall not exceed 14 feet in height.
 - [iii] Shall have a frame made of metal, plastic, or combination thereof, having a roof but not walls and not attached to any structure, building, fence or anything permanently located on the ground. Corrugated metal or corrugated fiberglass roofing materials are not permitted.
 - [iv] Shall be limited to one storage canopy per parcel.
 - [v] Shall be located no closer than three feet from any property line.
 - [vi] Shall not be located on a vacant parcel.
 - [b] Storage canopies erected or altered on or after June 7, 2021, and prior to January 1, 2023.
 - [i] Shall not exceed 240 square feet in area.
 - [ii] Shall not exceed 14 feet in height.
 - [iii] Shall have a frame made of metal, plastic, or combination thereof, having a roof, with or without walls, and not attached to any structure, building, fence or anything permanently located on the ground. Metal, fiberglass, plastic, composite or any other rigid roof or wall materials are not permitted.
 - [iv] Shall be limited to one storage canopy per parcel.