



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

EXTRATERRITORIAL ZONING BOARD OF APPEALS (ETZ ZBA) MEETING

TUESDAY, NOVEMBER 4, 2025 AT 5:30 PM

**Village Hall Council Room
250 Williams Street
Williams Bay, WI 53191**

There may be a quorum of Village Trustees present, no board business will be conducted.

A quorum of Village Board may be present

AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **Minutes**
 - A. ETZ Zoning Board of Appeals Meeting Minutes of August 10, 2021
- V. **Variance Application**
 - A. Motion to Open Public Hearing - All interested in this matter are invited to attend.
APPLICANT(S): Gregory Davidson (Owner)
TAX KEY NUMBER: JLAV 00013
STREET ADDRESS: N2810 Highway 67, Town of Geneva
The applicant is requesting a variance per section 390.0315.l(6)(c) and 390.0315.l(7) to construct an accessory structure having a footprint of 2,000 square feet (maximum of 1,000 square feet allowed) and a height of 20 feet (maximum of 15 feet allowed).
 - B. Motion to Close Public Hearing
 - C. Consideration and Possible Action on Recommendation of Variance
- VI. **Adjournment**

Posted 10/29/2025



VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

UNOFFICIAL MINUTES VILLAGE OF WILLIAMS BAY-TOWN OF LINN AND VILLAGE OF WILLIAMS BAY-TOWN OF GENEVA JOINT EXTRATERRITORIAL ZONING COMMITTEES MEETING TUESDAY, AUGUST 10, 2021 AT 5:30 PM WILLIAMS BAY VILLAGE HALL COUNCIL ROOM – 250 WILLIAMS STREET

I. Call to Order

Pat Watts called the meeting to order at 05:30pm.

II. Roll Call

Present: Williams Bay: Pat Watts, Maggie Gage, Jess Haak, Town of Geneva: Joe Kopecky and James Anton, Town of Linn: Frank Paavola and Gregg Odden (5:34pm)

Also Present: Administrator Tobin, Zoning Administrator Schaeffer, Clerk Pankau and Village Attorney Schroeder

Excused: Town of Geneva: Phillis Olson, Town of Linn: Boyd Whiting

III. Pledge of Allegiance

IV. Review Minutes

A. ETZ Meeting Minutes of July 13, 2021

The motion to approve the ETZ Meeting Minutes of July 13, 2021 with the modification of changing the language during the vote to be written to say Pat Watts voted no and five other members voted yes because the Town of Geneva members are on the ETZ Committee to represent their Town Board's opinion which was to vote yes was initiated by Kopecky and seconded by Anton. Unanimously carried.

V. Recommendation for ETZ Zoning Ordinance Re-codification

A. Open Public Hearing – All interested in this matter are invited to attend

Chairman Watts opened the Public Hearing at 5:34pm.

Re-codification including minor amendments necessary to update the Extraterritorial Zoning Ordinance, Chapter 18.17 of the Code of Ordinances of the Village of Williams Bay

[INGORE_INDENT]

Zoning Administrator Schaeffer explained how the language within the Ordinance is not changing, but rather the numbering and some grammatical errors are being corrected at this time.

No members of the public spoke.

B. Motion to Close Public Hearing

The motion to close the Public Hearing was initiated by Kopecky and seconded by Gage at 5:38pm.

C. Discussion and possible action for re-codification by the Village of Williams Bay-Town of Linn ETZ Committee

The Motion to recommend Village Board approval of the re-codification by the Village of Williams Bay-Town of Linn

ETZ Committee was initiated by Odden and seconded by Paavola.

Votes:

Yes: Odden, Paavola, Watts, Haak, Gage

No: None

Abstain: None

Result: Passed

D. Discussion and possible action for re-codification by the Village of Williams Bay-Town of Geneva ETZ Committee

The Motion to recommend Village Board approval of the re-codification by the Village of Williams Bay-Town of Geneva ETZ Committee was initiated by Kopecky and seconded by Anton.

Votes:

Yes: Kopecky, Anton, Watts, Haak, Gage

No: None

Abstain: None

Result: Passed

VI. Adjournment

The motion to adjourn was initiated by Kopecky and seconded by Haak at 5:41pm. Unanimously carried.

/s/ Jackie Pankau, Village Clerk

These are not official Minutes until approved by the Governing Body.



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report ETZ Zoning Board of Appeals Meeting November 4, 2025

October 28, 2025

APPLICANT(S): Gregory Davidson (Owner)

TAX KEY NUMBER: JLAV 00013

STREET ADDRESS: N2810 Highway 67, Town of Geneva

The applicant is requesting a variance per section 390.0315.I(6)(c) and 390.0315.I(7) to construct an accessory structure having a footprint of 2,000 square feet (maximum of 1,000 square feet allowed) and a height of 20 feet (maximum of 15 feet allowed).

Per Section 390-1716 ETZ Zoning Board of Appeals, I have reviewed the request and provide the following comments for your consideration:

- The Town of Geneva has reviewed the request, and recommended approval.
- The property is located within the Town of Geneva ETZ district, and is currently zoned R-1. If the property was not located in the ETZ district, and instead followed county zoning requirements, the property owner would not need a variance to construct the garage due to the size of the parcel.
- The subject property is approximately 2.26 acres, and has no other detached accessory structures.

The Zoning Board of Appeals shall have the following powers:

- To hear and grant appeals for variances as will not be contrary to the public interest, when, owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit and purposes of this article shall be observed and the public safety, welfare, and justice secured. Use variances shall not be granted.

The Zoning Board of Appeals shall refer to the below findings:

- No variance to the provisions of this article shall be granted by the Board unless it finds beyond a reasonable doubt that all of the following facts and conditions exist and so indicates such in the minutes of its proceedings.
- Preservation of intent. No variance shall be granted that is not consistent with the purpose and intent of the regulations for the district in which the development is located. No variance shall have the effect of permitting a use in any district that is not a stated permitted use, accessory use, or conditional use in that particular district.
- Exceptional circumstances. There must be exceptional, extraordinary, or unusual circumstances

or conditions applying to the lot or parcel, structure, use, or intended use that do not apply generally to other properties of uses in the same district, and the granting of the variance should not be of so general or recurrent nature as to suggest that this article should be changed.

- Economic hardship and self-imposed hardship not grounds for variance. No variance shall be granted solely on the basis of economic gain or loss. Self-imposed hardships shall not be considered as grounds for the granting of a variance.
- Preservation of property rights. The variance must be necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same district and same vicinity.
- Absence of detriment. No variance shall be granted that will create substantial detriment to adjacent property or that will materially impair or be contrary to the purpose and spirit of this article or the public interest.

Decision. The Zoning Board of Appeals shall decide all appeals and applications within 30 days after the final hearing and shall transmit a signed copy of the Board's decision to the appellant or applicant, Zoning Administrator, and ETZ Joint Committee.

(1) Conditions may be placed upon any building permit ordered or authorized by this Board.

(2) Variances, substitutions, or use permits granted by the Board shall expire within six months unless substantial work has commenced pursuant to such grant.

Respectfully submitted,

Allison Schwark
Zoning Administrator

OFFICIAL PUBLICATION
FOR THE
VILLAGE OF WILLIAMS BAY
WALWORTH COUNTY, WISCONSIN

NOTICE OF PUBLIC HEARING
FOR A
VARIANCE
BEFORE THE
EXTRATERRITORIAL ZONING BOARD OF APPEALS
OF THE TOWN OF GENEVA AND VILLAGE OF WILLIAMS BAY

November 4, 2025, at 5:30 PM
Village Hall Council Room
250 Williams Street

APPLICANTS: Gregory Davidson

TAX KEY: JLAV 00013

STREET ADDRESS: N2810 Highway 67, Town of Geneva

The applicant is requesting a variance per sections 390.0315.l(6)(c) and 390.0315.l(7) to construct an accessory structure having a footprint of 2,000 square feet (maximum of 1,000 square feet allowed) and a height of 20 feet (maximum of 15 feet allowed).

All interested in the above matter are invited to attend. Copies of the application are on file at the Village Hall and are available for public inspection during regular office hours on Monday, Tuesday, Wednesday, Friday from 8:30 am – 5:00 pm and Thursday 8:30 am – 12:00 pm.

Tina Kolls
Village Clerk
Published October 16, 2025 and October 23, 2025

Please do not print contents below the line!



APPLICATION OF A VARIANCE

(Requirements per Zoning Ordinance Section 18.1215)

Applicant name: Gregory & Yvonne Davidson
Applicant address: N2810 State Hwy 67 Williams Bay WI 53191
Applicant phone number: 623-910-4868
Address of subject site: same
Current zoning of subject site: R-1
Current land use of subject site: Residential
Written description of the proposed variance: Fire station Building (Pole Barn)
Not to exceed 2000 sq ft (40'x50') with maximum peak of 20'
Building Plans currently 36'x48" (1728 sq ft) plus porch @ 8'x24'
(192 sq ft) total 1920 sq ft
Written justification for the proposed variance (or attach as a separate sheet): Included

Requirements

- ☐ Map of the subject property showing its general location in relation to the Village as a whole.
- ☐ Map of the subject property at a scale of not less than 1" equals 800 feet showing:
 - Current zoning of the subject property and lands within 200 feet of the subject property and the jurisdiction(s) that maintains that control. R-1 to South ??? to North Town Boundary West ??? to East
 - All lot dimensions of the subject property.
 - Graphic scale and a north arrow.
- ☐ Names and addresses of the owners of all lands within 200 feet of subject property as they appear on the current tax records of the Village of Williams Bay.
- ☐ Site Plan of the subject property as proposed for development (see Site Plan application requirements). (L.)

Dated this 23 day of April, 20 23

Respectfully submitted,

Gregory Davidson
(Signature of Applicant)

Town of Geneva

Michelle Baumeister, Clerk/Treasurer
N3496 Como Road
Lake Geneva, WI 53147
(262) 248-8497
clerk@townofgeneva.wi.gov

September 3, 2025

Williams Bay Extra Territorial Zoning
250 Williams Street
Williams Bay, WI 53191

Re: Variance – Gregory Davidson, N2810 Hwy 67, JLAV 00013

Gregory Davidson N2810 State Highway 67 is requesting a Variance to build a 2,000 square foot pole barn for storage. The property is zoned R-1. This property is in the ETZ with Williams Bay. Greg said the pole barn would have a 36-foot by 48-foot porch on the front and the setback would be 110 feet. Greg stated after talking to the tree-cutting person, he decided to save more trees and to move the building back further on his property. He presented a survey which shows where the house is located on the property. The gravel driveway needs to be wider, and he contacted Jim Beck who said there would be no problem. He talked to his neighbors who have no problem with the Variance. Building Inspector Joe Mesler said he has no problem with the building being moved back. Chairman Kopecky advised Greg to have a new map drawn showing the building setback on the property for the Town Board meeting.

At their meeting held July 21, 2025, the Plan Commission took the following action:

- Motion (Commissioner Dave Van Lue/Commissioner Tammy Olson) to recommend to the Town Board to approve Gregory Davidson N2810 State Highway 67 Variance to build a 2,000 square foot pole barn on his property which is zoned R-1 and is in the ETZ with Williams Bay. Motion passed 6-0-1(Kopecky).

At their meeting held August 11, 2025, the Town Board took the following action:

- Motion (Supervisor Jeff Monroe/Supervisor Scott Williams) to approve Gregory Davidson N2810 State Highway 67 Variance to build a 2,000 square foot pole barn on his property which is zoned R-1 and is in the ETZ with Williams Bay. Motion passed 5-0.

Respectfully submitted,



Michelle Baumeister
Clerk/Treasurer
Town of Geneva

cc: Davidson



Zoning Permit Application Village of Williams Bay

250 Williams Street x PO Box 580 x Williams Bay, WI 53191
Phone: 262-245-2700 x Fax: 262-245-2705

Request:

Please check all that apply.

- ☐ Residential Principal Use 1 or 2 Family \$175.00
- ☐ Residential Addition \$75.00
- ☐ Residential Accessory Use \$75.00
- ☐ Fence \$75.00
- ☐ Deck \$75.00
- ☐ Swimming Pool \$100.00
- ☐ Commercial Principal Use (includes multi-family) \$150.00
- ☐ Commercial Addition \$100.00
- ☐ Commercial Accessory Use \$100.00
- ☐ Signage \$50.00 first 20 sq. ft. plus \$.50 per sq. ft. thereafter
- ☐ Lakefront and Shoreyard Projects \$75.00
- ☐ Other: _____ Fee: _____

Date application was received:

Fee Paid: _____

Please answer all applicable. Missing or incomplete information may deem this application "incomplete," delaying or prohibiting a review.

Owner's Name: Gregory Davidson Phone No.: 622-910-4868

Mailing Address: 18810 St. Hwy 67 Williams Bay WI 53191

Applicant's Name: SAME Phone No. _____

Mailing Address: SAME

Physical Address of Site: SAME Tax Parcel No: _____

Subdivision Name: _____ Lot No. _____ Block No. _____

Current Zoning of Site: _____ Current Overlay Districts of Site: _____

Proposed type of structure: Pole Barn / Post Frame

Proposed use of structure or site: Storage, Hobby

Lot Area 90,600 sq. ft. ^{Acres} Proposed Bldg. / Structure Footprint Area 2000 sq. ft.

Existing Building Coverage on Site: 2.042 % Proposed 4.25 % 1850' Horse out garage

Existing Impervious Surface Coverage on Site: 4.415 % Proposed 6.567 % 1850' + 2100' Driveway

Proposed Setbacks: Front 135' Rear 260' Left 15' Right 150'

Proposed Building Height 23' ft.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY:

PERMIT FEES:

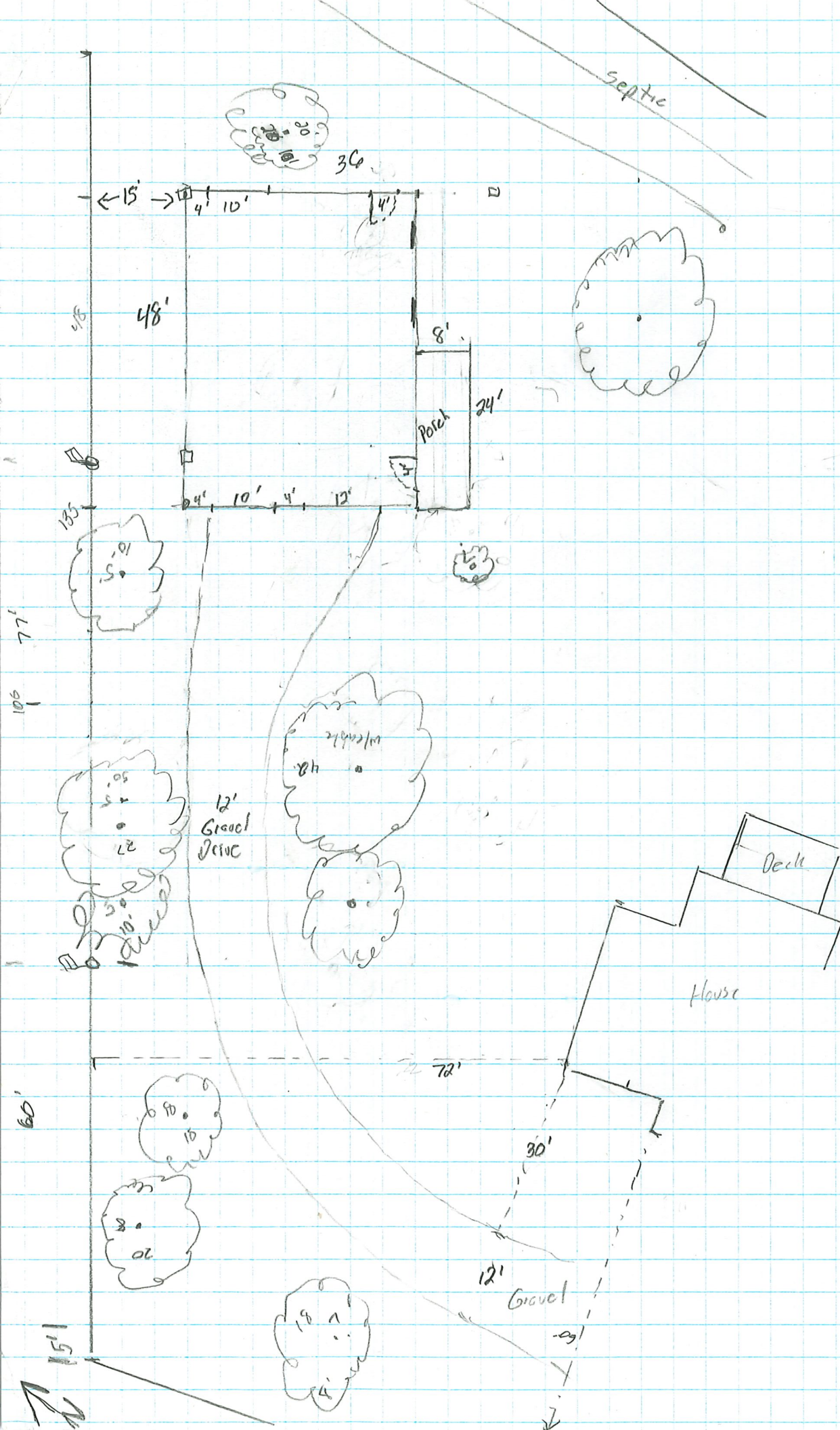
Permit	\$	_____
Admin Fee	\$	_____
Other	\$	_____
Total	\$	_____

PERMIT ISSUED BY:

Name: _____ Date: _____

Tel: _____ Permit No. _____

CONDITIONS OF APPROVAL:



**ABELL
SURVEYING & MAPPING**
1140 SEDUOIA STREET • DELAVAN, WISCONSIN 53115
414-728-6737

SCALE 1"=40'

LEGEND

- ① 1" IRON PIPE FOUND
 3/4" IRON ROD FOUND
 3/4" IRON PIPE IN
 CONCRETE FOUND
 1" IRON PIPE IN
 CONCRETE FOUND
 1 1/2" IRON PIPE IN
 CONCRETE FOUND
 ② 1 1/2" IRON PIPE FOUND
 CONCRETE FOUND
 C3 CONCRETE STOOP
 * PLASTIC FENCE
 * WIRE FENCE
 * UTILITY POLE
 * GUY WIRE
 --- OVERHEAD UTILITY LINES
 () RECORDED AS

TAX PARCEL
JG-31-2A1

TAX PARCEL
JLAC-13
AREA 2.08 ACRES

S . T . H .

NOTE 1: BEARINGS ARE REFERENCED TO EXISTING SURVEY RECORDS.

NOTE 2: LOCATION OF DRIVEWAY IS
APPROXIMATE DUE TO SNOW
COVER ON DATE OF SURVEY

TAX PARCEL
JLAV-12

PLAT OF SURVEY OF

Certain and Quinol No. 1 of Frank Janakita's Lake View Subdivision Geneva Township located in the Northwest 1/4 of Section 31, T2N, R17E, Walworth County, Wisconsin, recorded in the Register of Deeds in said county in Volume 9 of said Register of Deeds at page 102 and 103 and described more particularly as follows: Certain and Quinol No. 1 of said Subdivision, beginning at a concrete monument on Highway A1, in the North part of said Subdivision, 1/4 beginning at a concrete monument on Highway A1, in the Northwest corner of said Subdivision, thence South along the East line of the East 1/4 of said Subdivision to the South line of said Subdivision to the line of the land of Robert H. Butterworth, thence North along said line to the North line of said Subdivision, thence West on said line to the place of beginning, except that part of Quinol No. 1 of Frank Janakita's Lake View Subdivision when Subdivision is located in Section 31, T2N, R17E, of Walworth County, Wisconsin, and which parcel is described as follows: Beginning on the East line of the East 1/4 of said Subdivision, a distance of 100 feet to the North line of said Subdivision, thence North 89° 36' East parallel to the North line of said Subdivision 302.48 feet to a point in a line from a point in said line of said Subdivision 127.91 feet to a point, thence South 89° 36' East along said line 127.91 feet to a point, thence South 89° 36' West 521.17 feet to a point on the East line of said Highway, thence North along said Highway 126.75 feet to the place of beginning, except therefrom those premises conveyed for highway purposes as contained in Volume 615 of Deeds page 449 as Document No. 5660923, and further excepting, all that land described in Affidavit executed by Marceline Strickland dated April 6, 1987 and recorded in the office of the Register of Deeds for Walworth County, Wisconsin, and conveyed in Land Contract by and between Marceline Strickland and Robert Alfson and Giovanni Alfson, his wife, as survivorship marital property dated April 10, 1987 and recorded in the office of the Register of Deeds for Walworth County, Wisconsin on April 13, 1987 in Volume 397 of Records, on page 909, as Document No. 444963.

Tax Key No. JLA V 00013

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIMENSIONS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FENCES, APPARENT EASEMENTS, ROADWAYS AND VISIBLE ENCROACHMENTS, IF ANY, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THERETO WITHIN ONE (1) YEAR FROM DATE HEREON.

DAVID F. ABELL
WISCONSIN REGISTERED LAND SURVEYOR. 5-1596

DATE January 16, 1998 JOB NUMBER - 98003
NOTE: THIS IS NOT A CERTIFIED COPY UNLESS SEALED.

47-10

217-1621



View from West inside property line

Legal Basis & Variance Request for Pole Barn at N2810 State Hwy 67

I. Legal Basis for the Variance Request

The Williams Bay Zoning Ordinance provides the legal framework for granting variances under specific conditions. According to §18.1207(E), a variance may be granted only if the applicant demonstrates that all three of the following criteria are met:

1. **Unnecessary Hardship** – Strict application of the zoning rule must prevent reasonable use of the property or make conformity unnecessarily burdensome (§18.1207(E)(1); *State v. Kenosha County Bd. of Adjustment*, 218 Wis. 2d 396 (1998)).
2. **Unique Property Limitations** – The hardship must be caused by physical conditions of the land itself, not personal circumstances (§18.1207(E)(2); *State ex rel. Spinner v. Kenosha County Bd. of Adjustment*, 223 Wis. 2d 99 (1998)).
3. **No Harm to Public Interests** – The variance must not undermine zoning goals or negatively affect public health, safety, or welfare (§18.1207(E)(3); *State v. Winnebago County*, 196 Wis. 2d 836 (1995)).

This variance request seeks an exception to the 1,000 square foot accessory structure limit set by §18.1007(A)(1), which applies universally to all residential zoning districts without accounting for lot size differences. The subject property (2.07 acres) exceeds the minimum residential lot size of 20,000 square feet (SF-2 zoning, §18.0410(A)), making strict enforcement of the 1,000 square foot rule disproportionately restrictive.

II. Application of Legal Criteria

1. Unnecessary Hardship – The Rule is Disproportionate to the Lot Size

Wisconsin law recognizes area variance hardship when a zoning rule renders conformity unnecessarily burdensome (*State v. Kenosha County Bd. of Adjustment*, 218 Wis. 2d 396 (1998)).

The 1,000 square foot accessory structure limit was written for small residential lots but applies uniformly to all properties, regardless of size. The subject property is 2.07 acres, significantly larger than the 20,000 square foot minimum for SF-2 zoning (§18.0410(A)), meaning the rule is disproportionately restrictive.

The existing two-car garage is inadequate for the property's reasonable use, and strict enforcement would create an unnecessary burden that does not align with zoning intent.

The barn aligns with accessory structure norms and will be used for storage, woodworking, and property maintenance—consistent with traditional accessory buildings. The variance does not undermine zoning goals, set a bad precedent, or create environmental concerns, making it fully compliant with public interest protections.

III. Formal Variance Request Letter

Gregory Davidson
N2810 State Hwy 67
Williams Bay, WI 53931
gdav3@outlook.com
623-910-4868
3/21/2025

Williams Bay Zoning Board of Appeals
250 Williams St. Williams Bay, WI 53191
Williams Bay, WI

Re: Application for Variance for 40'x48' Pole Barn at N2810 State Hwy 67

Dear Members of the Zoning Board of Appeals,

I am submitting this variance request to construct a 40'x48' (1,920 square foot) pole barn on my property at N2810 State Hwy 67, Williams Bay, WI. The current zoning ordinance limits accessory structures to 1,000 square feet (§18.1007(A)(1)). However, strict enforcement of this restriction creates an unnecessary hardship, fails to account for unique property limitations, and does not advance public interest.

1. The 1,000 square foot accessory structure limit applies uniformly across all properties, despite vast differences in lot size. The subject property is 2.07 acres, significantly larger than the minimum SF-2 lot size of 20,000 square feet (§18.0410(A)). Strict enforcement unreasonably restricts reasonable land use, creating a burden inconsistent with zoning intent.
2. The property directly borders a hospital annexation and planned autism center, a unique land-use constraint that did not exist when zoning laws were written. The pole barn will serve as a visual buffer, mitigating the impact of institutional development on a residential lot.
3. The barn complies with drainage and road access regulations, does not introduce incompatible land uses, and will not disrupt neighborhood character. While

The Wisconsin Supreme Court requires that hardship not be self-imposed (*Snyder v. Waukesha County Zoning Bd. of Adjustment*, 74 Wis. 2d 468 (1976)). This property was not created through subdivision or owner action but remains subject to a one-size-fits-all restriction that fails to accommodate larger parcels.

2. Unique Property Limitations – The Land Has Uncommon Restrictions

The Wisconsin courts require that the hardship must arise from the land itself—not personal circumstances (*State ex rel. Spinner v. Kenosha County Bd. of Adjustment*, 223 Wis. 2d 99 (1998)).

The property directly borders a hospital annexation and a planned autism center, which is not a typical residential situation. This institutional development was not present when zoning rules were written, meaning the law does not account for the unique limitations now imposed on the property.

The proposed 40'x48' pole barn will serve as a necessary visual buffer, helping the property retain privacy and maintain residential character despite its proximity to institutional land. The size and layout of the existing structures prevent alternative storage solutions without violating setback rules or creating inefficiencies.

Because the hardship is caused by physical conditions of the land, not personal preference, the request meets the unique property limitation standard under §18.1207(E)(2).

3. No Harm to Public Interest – The Project Aligns with Zoning Goals

Wisconsin law specifies that a variance may not be granted if it results in harm to public interests (*State v. Winnebago County*, 196 Wis. 2d 836 (1995)).

The proposed pole barn variance aligns with zoning objectives and does not pose a threat to public health, safety, or welfare, as required by §18.1207(E)(3).

The structure meets all applicable drainage and road access regulations and will not increase runoff or flooding risk.

While neighbor support alone is not a valid legal justification for a variance (*Arndorfer v. Sauk County Bd. of Adjustment*, 162 Wis. 2d 246 (1991)), all property owners within 200 feet will be notified as required by §18.1207(E)(3), and no direct residential opposition is anticipated.

neighbor support is not a legal requirement, I will notify all property owners within 200 feet as required by §18.1207(E)(3).

The strict application of the 1,000 square foot restriction creates an unnecessary hardship due to the property's size and unique adjacency to institutional land use. The requested variance is the minimum necessary to allow reasonable use of the property while maintaining zoning objectives.

As this application meets the legal criteria for a variance under §18.1207(E) and does not harm public interests, I respectfully request approval of this variance.

I appreciate your time and consideration and welcome any further inquiries.

Sincerely,

[Name]