

# Registration Form

## Zoning Board Workshop

October 25, 2012, Menasha, WI

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Email \_\_\_\_\_

Local government affiliation (circle one)

town | village | city | county of:

\_\_\_\_\_

Workshop Fee: Qty\_\_\_\$15 each

Zoning Board Handbook: Qty\_\_\_\$15 each

Plan Commission Handbook: Qty\_\_\_\$15 each

## Method of Payment

\_\_\_ Check enclosed \$\_\_\_\_\_

Payable to Center for Land Use Education

\_\_\_ Bill local government unit at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Registration

Call: 715.346.3783

Fax: 715.346.4038

E-mail: landcenter@uwsp.edu

Or mail registration form and payment to:

Center for Land Use Education

800 Reserve Street

Stevens Point, WI 54481

# Zoning Board Workshop

## Date, Time and Location

Thursday, October 25, 2012

5:30–8:00 pm

Harrison Town Hall

W5298 Highway 114

Menasha, Wisconsin

Harrison Town Hall is located at the corner of Highway 114 and State Park Road

## Who Should Attend

- Zoning board of adjustment/appeals members
- Planning and zoning committees
- Town, city, village and county officials
- Planning and zoning staff
- Others interested in planning and zoning issues

## Agenda

5:00 pm Doors Open for Registration

5:30 pm Introduction

6:05 pm Zoning Board Roles and Responsibilities

- Purposes and processes of zoning
- Authority, organization and roles of the zoning board
- Quorum and voting requirements
- Making and recording decisions

6:35 pm Zoning Board Decisions

- Variances
- Hands-on exercise: Would you grant the variance?
- Break and refreshments

7:30 pm Zoning Board Decisions

- Conditional uses and special exceptions
- Administrative appeals
- Open questions & answers

8:00 p.m. Adjourn



## Program Sponsors



Calumet County UW-Extension  
206 Court Street, Chilton, WI 53014  
Telephone: (920) 849-1450  
Website: <http://calumet.uwex.edu>



Calumet County Resource Management Dept.  
206 Court Street, Chilton, WI 53014  
Telephone: (920) 849-1442  
Website: [www.co.calumet.wi.us](http://www.co.calumet.wi.us)



Town of Harrison Planning Department  
W5298 Hwy 114, Menasha, WI 54952  
Telephone: (920) 989-1062  
Website: [www.townofharrison.org](http://www.townofharrison.org)



Center for Land Use Education  
University of Wisconsin-Stevens Point  
800 Reserve Street, Stevens Point, WI 54481  
Telephone: (715) 346-4322  
Website: [www.uwsp.edu/cnr/landcenter](http://www.uwsp.edu/cnr/landcenter)

## About the Program

The workshop is designed for new and continuing zoning board of adjustment and appeals members. Planning and zoning committees, local government staff and other interested persons are also encouraged to attend. The workshop will provide information about the decisions made by the zoning board and the procedures and legal standards that apply. The workshop will also include an interactive exercise and plenty of time to discuss local issues.

## About the Fee

The \$15 registration fee includes attendance, materials, and refreshments. For an additional \$15 per item, participants may purchase a bound copy of the Zoning Board Handbook and/or Plan Commission Handbook. These handbooks may also be downloaded and printed from our website: [www.uwsp.edu/cnr-ap/clue](http://www.uwsp.edu/cnr-ap/clue).

## Topics of Interest

Please send suggestions for specific topics you would like to see covered at the workshop to [rebecca.roberts@uwsp.edu](mailto:rebecca.roberts@uwsp.edu).

# Zoning Workshop For Boards of Adjustment/Appeals

October 25, 2012  
5:30–8:00 pm

Town of Harrison Town Hall  
W5298 Highway 114  
Menasha, Wisconsin



Sponsored by:

University of Wisconsin-Extension  
Center for Land Use Education  
Calumet County Resource Management Dept  
Town of Harrison Planning Dept