

About the Program

The workshop is designed for zoning board members with varying levels of experience. Other interested persons are also encouraged to attend. The workshop is intended to provide information about the decisions made by the zoning board and the procedures and legal standards that apply.

Presenter: Lynn Markham is a Land Use Specialist with the Center for Land Use Education (CLUE). CLUE is a collaborative effort of the University of Wisconsin-Stevens Point and the University of Wisconsin-Extension.

Topics of Interest: Please send suggestions for topics that you would like to see covered at the workshop to lmarkham@uwsp.edu.

Workshop Fee: The cost of the workshop is \$25, which covers the cost of the workshop and materials.

Handbooks: Participants may purchase a copy of the Plan Commission Handbook or the Zoning Board Handbook for \$15 apiece. While they are not required to attend the workshop, we recommend that all members have access to a copy. The handbooks may be viewed or downloaded at no cost from our website: www.uwsp.edu/cnr-ap.clue

Location

Green Lake County Government Center
UW-Extension Training Room
571 County Road A
Green Lake, Wisconsin



Directions: From Hwy 49/23, go south on County Road A. The building will be on your right (west).

**Green Lake County
Land Use Planning & Zoning**
Telephone: 920-294-4156
Email: cdecramer@co.green-lake.wi.us

Center for Land Use Education
Telephone: 715-346-3783
Fax: 715-346-4038
Email: landcenter@uwsp.edu
Website: www.uwsp.edu/cnr-ap/clue/

An EEO/AA employer, the University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed.

ZONING BOARD WORKSHOP



January 16, 2014
9:30 AM - 3:00 PM

Green Lake County Government Center
UW-Extension Training Room
571 County Road A
Green Lake County, Wisconsin

Sponsored by:

Green Lake County
Land Use Planning & Zoning



Center for Land Use Education
College of Natural Resources
University of Wisconsin-Stevens Point

**UW
Extension**
University of Wisconsin-Extension

Registration Form

Register online at <http://bit.ly/19wbEZz>
or submit the printed registration form to
the Center for Land Use Education.

List name of attendee(s) and note if they
would like to order a Plan Commission
(PC) or Zoning Board (ZB) handbook.

Workshop Attendees	PC?	ZB?

Total order for all attendees:

Workshop fee: Qty____\$25 each
PC handbook: Qty____\$15 each
ZB handbook: Qty____\$15 each
TOTAL: \$_____

Local government affiliation (circle one):

county| city| village| town
of:_____

Method of payment (select one):

____ Check enclosed \$_____

Payable to Center for Land Use Education

____ Bill local government unit at:

Name _____

Address _____

City, State, Zip _____

Telephone _____

Email _____

Zoning Board Workshop

Thursday, January 16, 9:30 AM - 3:00 PM

Green Lake County Government Center, UW-Extension Training Room, Green Lake County

9:30 AM Doors Open for Registration

10:00 AM Introduction & Participants' Topics of Interest

10:10 AM Roundtable Discussion about Site Visits

- What are you allowed to talk about and with whom?
- Are neighbors and the public allowed at the site visit?
- What introduction is provided at the site by zoning staff and/or the landowner?
- What questions, if any, do you ask the landowner?
- How do you record what you see?

10:45 AM Zoning Board Decisions - The Basics

- Administrative Appeals: What does the zoning ordinance say vs. what you wish it said?
- Variances: the 3-step test
- Do past zoning decisions set a precedent?

11:15 AM Roundtable Discussion about What Happens During the Zoning Board Hearing and Decision-Making Process

- How do you keep applicants and others who testify focused on the decision standards?
- Do you use forms to record or organize the evidence presented?
- How does zoning board deliberation actually happen?
- Do all zoning board members describe the reasons that they feel the legal standards are or are not met?
- Who fills out the zoning board decision form?
- When and where is the decision form officially "filed" to start the 30-day appeal period?

12:15 AM Lunch (Catered)

1:00 PM Mock BOA Hearing (Audience Participation Required)

3:00 PM Adjourn