About the Program

Presenters: Lynn Markham and Rebecca Roberts are Land Use Specialists with the Center for Land Use Education. CLUE is a collaborative effort of the University of Wisconsin-Stevens Point and the University of Wisconsin-Extension.

Topics of Interest: Send suggestions for topics that you would like covered at the workshop to landcenter@uwsp.edu.

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

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

Directions: Coming from the south on Hwy 53, take Hwy O, exit #140. Take O to the left (west). Follow past Walmart to the last roundabout. Take an immediate right (north) onto West Ave. Follow to 20th Ave., where you will see a large Turtleback sign. Take a left (west) and follow the road to the Turtleback driveway on the left.

Location
Turtleback Golf Club
1985 18 1/2 Street
Rice Lake, Wisconsin 54868

WORKSHOP FOR LOCAL PLANNING AND ZONING OFFICIALS

March 26, 2014
10:00 AM - 4:30 PM

Turtleback Golf Club
1985 18 1/2 Street, Rice Lake
Barron County, Wisconsin

Sponsored by:

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Center for Land Use Education
800 Reserve Street
Stevens Point, WI 54481
Telephone: 715-346-3783
Fax: 715-346-4038
Email: landcenter@uwsp.edu
Website: www.uwsp.edu/cnr-ap/clue/
The workshop is designed for planning and zoning committees, plan commissions, and zoning boards of adjustment and appeals. Local government staff, officials, and community members are also welcome to attend. The workshop will help you understand the roles and responsibilities of local land use decision-makers and how they relate to each other. Participants are welcome to attend the entire workshop, or just those portions relevant to their positions.

**Agenda**

**10:00 AM**  
Registration

**For Plan Commission and Committee Members**

10:30 AM  
Local government structure and the role of planning and zoning officials  
Roles and responsibilities of the plan commission/committee  
- Comprehensive planning, plan implementation, and plan consistency  
- Review of subdivision plats and certified survey maps  
- Referrals and advisory recommendations

Noon  
Lunch (catered)

**For Plan Commission/Committee and Zoning Board Members**

1:00 PM  
Procedural standards  
- Open meetings, public hearings, and site visits  
- Making and recording decisions  
- Impartial decision-makers and recusal  
Zoning  
- Developing and amending the zoning ordinance  
- Conditional uses/special exceptions  
- Planning and zoning for shorelands and wetlands

**For Zoning Board of Adjustment/Appeals Members**

3:00 PM  
Zoning board roles and responsibilities  
- Variances  
- Administrative appeals

4:30 PM  
Adjourn