The workshop is designed for plan commission and zoning board members with varying levels of experience. Other interested persons are also encouraged to attend. The workshop will help you understand the roles and responsibilities of each of these groups.

**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:** Please send suggestions for topics that you would like to see 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
Registration Form

Register online at http://bit.ly/15t9dkO 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.

<table>
<thead>
<tr>
<th>Workshop Attendees</th>
<th>PC?</th>
<th>ZB?</th>
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</table>

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 _____________________________

Agenda

7:30 AM - 8:00 AM   Registration

For Plan Commission Members
8:00 - 8:05 AM   Introduction
8:05 - 9:30 AM   Local government structure and the role of planning and zoning
                 Roles and responsibilities of the plan commission
                 • Planning and plan implementation
                 • Referrals and advisory recommendations
                 • Development review (conditional uses, rezones, plats)

9:30 - 9:45 AM   Break

For Plan Commission and Zoning Board Members
9:45 AM - 11:00 AM   Procedural standards
                 • Open meetings, public hearings, and site visits
                 • Making and recording decisions
                 • Impartial decision makers and recusal

11:00 - Noon   Lunch (catered)

For Zoning Board Members
Noon - 2:00 PM   Zoning board authority and organization
                 Purposes of provisions in your zoning ordinance
                 Zoning board decisions
                 • Administrative appeals
                 • Conditional uses/special exceptions
                 • Variances

Contact Information

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